

# Request for Reference

Date: [Insert Date]

Dear [Referee's Name],

I hope this message finds you well. I am writing to request a reference from you as part of my grant application for [Project/Organization Name]. Your insight into my work with [Nonprofit Organization] during [duration or specific project] would greatly enhance my application.

The grant focuses on [briefly describe grant purpose], and I believe your perspective on my contributions would provide valuable context to the reviewers. If you agree, I would appreciate it if you could highlight my skills in [mention specific skills or experiences relevant to the grant].

If you need any additional information or would like to discuss this further, please do not hesitate to reach out. Thank you very much for considering this request.

Warm regards,

[Your Name]

[Your Position]

[Your Nonprofit Organization Name]

[Your Contact Information]