

# Reference Request for Job Application

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Reference Name]  
[Reference Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Reference Name],

I hope this message finds you well. I am reaching out to request a reference for a job application I am currently pursuing. My time at [Nonprofit Organization Name] under your guidance has been instrumental in my personal and professional growth, and I believe that your insights could provide great value to potential employers.

I am applying for the position of [Job Title] at [Company Name], and they have requested references who can speak to my experience and contributions in our nonprofit work. I would be grateful if you could provide a reference highlighting my skills and my commitment to the mission we worked towards together.

If you are comfortable with this, please let me know if you need any additional information or if there are specific points you would like me to clarify. Thank you so much for considering my request, and for your ongoing support throughout my career. I truly appreciate it!

Best regards,  
[Your Name]