

Request for Reference Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference letter as I apply for a scholarship that will aid me in furthering my education.

Having had the privilege to work alongside you at [Nonprofit Organization Name] as a [Your Position/Role] from [Start Date] to [End Date], I believe your insights into my contributions and experiences would greatly enhance my application. The scholarship committee is particularly interested in understanding the impact of my work and my commitment to community service.

If you are willing to assist me, I would be happy to provide any additional information you may need about the scholarship or my application. I understand how valuable your time is, and I truly appreciate your consideration.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]