

Request for Reference

Date: [Insert Date]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request your support in my application for a volunteer position at [Organization Name]. As someone who has witnessed my dedication and commitment during my time at [Previous Organization/Project], I believe your reference would greatly enhance my application.

The role I am applying for involves [briefly describe the volunteer role], and I am excited about the opportunity to contribute my skills and passion to [Organization's Mission/Goals]. Your insights into my work ethic and contributions would provide valuable context to my application.

If you are able to assist me, I would be grateful if you could provide a reference letter by [insert deadline]. Please feel free to reach out if you need any more information or specifics regarding the position I am applying for.

Thank you very much for considering my request. I truly appreciate your support!

Sincerely,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]