

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

[Recipient Name]  
[Recipient Title]  
[Community College Name]  
[Community College Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support in providing a reference for me as I seek volunteering opportunities within the community. I am currently a student at [Your College/University] and am eager to apply my skills and knowledge while giving back to the community.

Your insights into my abilities and work ethic would greatly enhance my chance of being selected for these positions. I appreciate any thoughts you could share regarding my strengths and contributions during our time together at [Relevant Experience or Class].

Please let me know if you would be willing to assist me with this request. Thank you very much for your consideration and support.

Sincerely,  
[Your Name]