

Reference Request for Community Service Project

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am currently in the process of applying for a counseling program as part of my community service project, and I am reaching out to kindly request your reference.

Throughout my time at [Organization/School Name], I have gained invaluable experience and skills that I believe will contribute positively to the counseling program. I would greatly appreciate it if you could highlight my commitment, abilities, and any relevant experiences that may support my application.

The deadline for submission is [Insert Deadline], and the reference can be sent directly to [Insert Reference Submission Details]. Should you need any additional information or specific points to address, please feel free to contact me.

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

Sincerely,

[Your Name]