

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[Church/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to kindly ask if you would be willing to provide a reference for me as I apply for a position at [Church's Name] as [Job Title]. I believe your insights into my character and my contributions during my time at [your past relevant experience/church] would greatly enhance my application.

As you know, I have a passion for [mention relevant skills or experiences related to the job], and I believe that my skills align well with the responsibilities of the position at [Church's Name]. Your perspective on my abilities and work ethic would be invaluable.

If you are able to assist, I would be more than happy to provide any information you may need to make this process easier for you. I truly appreciate your time and consideration.

Thank you very much for your support!

Sincerely,

[Your Name]