

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to kindly request a reference letter as part of my college admission application. I have thoroughly enjoyed my time volunteering at [Organization Name], and I believe that your perspective on my contributions would provide invaluable insight to the admissions committee.

Throughout my volunteer experience, I have had the opportunity to [briefly describe your contributions and experiences]. I am applying to [College/University Name] for [intended major or program], and I believe that your endorsement of my work ethic and commitment would greatly enhance my application.

If you agree to provide this reference, I can provide you with further details about the submission process and any specific points that might be beneficial to address. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I appreciate your support and guidance during my time at [Organization Name].

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]