

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for my application to a community service position with [Organization's Name]. I have had the pleasure of working with you at [Previous Organization/Project] and believe your insight would greatly support my application.

The community service position I am applying for involves [brief description of the position], and I am enthusiastic about contributing my skills to help others. Your perspective on my volunteer work and capabilities would be invaluable.

If you are available to provide a reference, I would be happy to send over more details about the position and the application process. Thank you very much for considering my request, and I appreciate your time and support.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]