

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

Recipient's Name
Recipient's Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference on behalf of [Volunteer's Name], who is applying for [Specific Leadership Program]. As a volunteer with [Organization Name], [he/she/they] has demonstrated exceptional leadership qualities and a strong commitment to [specific cause or mission].

[Volunteer's Name] has been an integral part of our team, contributing to [specific projects or tasks]. I believe that [his/her/their] experience and passion make [him/her/them] an excellent candidate for this program.

If you could provide a reference highlighting [his/her/their] skills and experiences, I would greatly appreciate it. The deadline for submission is [Deadline Date], and you can submit your reference to [Submission Method].

Thank you for considering this request. Please let me know if you need any additional information.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]