

# Reference Request for [Volunteer Name]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Volunteer Name], who has been a dedicated volunteer at [Non-Profit Organization's Name] for [duration of time]. As we consider [his/her/their] application for [specific opportunity or program], your insights would be invaluable in helping us understand [his/her/their] contributions and character.

[Volunteer Name] has consistently demonstrated [positive traits or contributions, e.g., leadership, commitment, compassion] while working with us, particularly during [mention specific projects or events]. Your perspective on [his/her/their] work ethic and interactions with the community would greatly enhance our evaluation.

If you could share your experiences with [Volunteer Name] at your earliest convenience, I would sincerely appreciate it. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you have any questions or need further details.

Thank you for considering this request, and for your support of our organization's mission.

Warm regards,

[Your Name]

[Your Title]

[Non-Profit Organization's Name]

[Your Contact Information]