

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for my upcoming participation in the [Name of Networking Event] taking place on [Date]. As a dedicated volunteer with [Organization/Project Name], I believe your insights would greatly enhance my application.

During my time at [Organization/Project Name], I have had the opportunity to [briefly describe your role or contributions]. Your perspective on my commitment and skills would mean a lot to me and could help demonstrate my enthusiasm and dedication to the networking community.

If you are willing to provide a reference, please let me know if you need any specific information or points you would like me to include. I appreciate your consideration and support!

Thank you very much for your time.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]