

# Social Service Agency Reference Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request a reference for [Client's Name], who is currently seeking support services through our agency, [Your Agency Name]. [Client's Name] has expressed a need for assistance with [briefly describe the specific support services required, e.g., housing, counseling, employment services].

As a social service agency committed to helping individuals achieve their goals, we greatly appreciate your input regarding [Client's Name]'s background, strengths, and any prior engagements you may have had with them. Your insights will be invaluable in determining how we can best support [Client's Name] in their journey.

Please let us know if you require any additional information or if there are forms that need to be filled out as part of this reference process. We are looking forward to your prompt response.

Thank you for your attention to this matter and for the support you provide to our community.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Contact Information]