

Social Service Agency Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Educational Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference for [Client's Name], who is currently seeking [specific program or admission] at your esteemed institution. As a representative of [Your Social Service Agency Name], I have had the pleasure of working with [Client's Name] since [start date], and I can attest to their commitment and qualifications.

[Client's Name] has demonstrated [briefly describe relevant qualities, skills, or achievements], which I believe aligns well with the values and requirements of [Institution Name]. Their determination to succeed and their active involvement in our programs has showcased their readiness for further academic challenges.

I would greatly appreciate your assistance in providing a reference for [Client's Name]. If you require any further information or have specific questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration of this request. I am confident that [Client's Name] will be a valuable addition to your institution.

Sincerely,

[Your Name]

[Your Title]

[Your Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]