

Reference Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support as a reference for our upcoming grant application for [Project or Program Name]. As you know, our agency, [Agency Name], is dedicated to [Brief Description of Agency's Mission and Services].

Your insights and experiences with our agency would greatly enhance our application and demonstrate the impact of our work in the community. We would be immensely grateful if you could provide a reference letter that highlights our contributions and effectiveness in [Specific Area or Service].

The application is due on [Deadline Date], so if you could send your letter by [Preferred Date], it would be greatly appreciated. If you need any additional information or have any questions, please feel free to reach out.

Thank you very much for considering this request. Your support is invaluable to us.

Warm regards,

[Your Name]

[Your Position]

[Agency Name]