

Reference Request for Volunteer Application

Date: [Date]

To: [Reference's Name]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference for [Volunteer's Name], who has applied to volunteer with [Social Service Agency's Name]. As part of our application process, we seek to gather insights from individuals who can speak to the character and qualifications of the candidates.

[Volunteer's Name] has indicated that they have worked with you in the capacity of [describe relationship, e.g., coworker, supervisor, etc.], and we believe your perspective would be invaluable in helping us assess their suitability for our program.

We would greatly appreciate it if you could provide your honest feedback regarding [Volunteer's Name]'s skills, work ethic, and any other relevant information you think would be beneficial. If possible, please respond by [response deadline] so that we may proceed with the application process in a timely manner.

Thank you for considering this request. Your support plays a crucial role in building a strong volunteer community, and we sincerely appreciate your time and assistance.

Warm regards,

[Your Name]

[Your Position]

[Social Service Agency's Name]

[Contact Information]