

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you in support of my application for a volunteer position at [Organization Name]. Given our experience working together on [specific project or task], I believe you can provide valuable insight into my skills and dedication.

The position involves [briefly describe the volunteer role and its responsibilities], and I am excited about the opportunity to contribute to such a meaningful cause. A recommendation from you would greatly enhance my application and reflect my relevant experience.

If you agree, I would be happy to provide more information about the position, as well as any details about my contributions in our past work together. Please let me know if this is possible and how I can assist you in writing the letter.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]