

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Community Leader's Name]
[Title/Position]
[Organization/Community Name]
[Address]
[City, State, Zip Code]

Dear [Community Leader's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation for my college applications. I have greatly appreciated your support and guidance during my time volunteering at [specific organization or event], and I believe that your perspective on my involvement would provide significant insight into my character and capabilities.

As I apply to [specific colleges/universities or programs], I am focusing on [brief mention of your intended major or field of study]. A recommendation from you would emphasize my commitment to community service and my personal growth through these experiences.

If you agree, I would be happy to provide you with my resume and any additional information that could assist you in writing the letter. The deadline for submission is [date], but I would appreciate any contributions you can provide before this time.

Thank you for considering my request. I genuinely value your support and hope to hear from you soon.

Sincerely,
[Your Name]
[Your Phone Number]