

## Volunteer Reference Request Letter

To:

[NAME OF REFEREE]

[THEIR ADDRESS]

[For Attention of]: [[NAME OF REFEREE]

Re: [NAME OF POTENTIAL VOLUNTEER]:

The individual named above has applied to volunteer with [ORGANISATION] and provided you as a reference. I have enclosed the role description of the position and would appreciate completing the questions below.

1. Dates you have known the volunteer: From \_\_\_\_\_ To \_\_\_\_\_
2. How were you associated with the volunteer (teacher, volunteer coordinator)?  
\_\_\_\_\_
3. Based on the association you have had, please describe the characteristics of the volunteer which, in your opinion, would help him/her to maximise their skills with our organisation.

Should you wish to talk about this further, please do not hesitate to telephone me on the following number [PHONE NUMBER] or emailing [EMAIL].

Thank you very much.

Best wishes,

Volunteer Support Manager

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PLEASE RETURN COMPLETED INFORMATION TO:

[YOUR NAME], [YOUR ADDRESS]. Alternatively, you can email to [EMAIL]

Please use the enclosed stamped addressed envelope.

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