



Reference Letter Request

Date: _____

To _____,

I am in the process of volunteering as a Vacation Bible School Group Leader at Nobleford Christian Reformed Church and a reference from you is required to achieve this goal. If you could please give a brief description on my character, work ethic, and punctuality as well as anything else you believe will be helpful in me achieving this position that would be greatly appreciated.

Please let me know if there is any information I can provide for you in giving me a reference. I can be reached at _____.

Thank you for your consideration.
Sincerely,
