**Volunteer Reference Request**

For attention of:

**[Enter referee’s name]**

**[Enter referee’s address]**

Re: **[enter name of potential volunteer]**

The individual named above has applied to volunteer with **[enter organisation’s name]** and provided you as a reference. I have enclosed the volunteer role description of the position and would appreciate your completing of the questions below.

1. Dates you have known the volunteer: From …………………… To ……………………
2. How were you associated with the volunteer (e.g. employer, volunteer coordinator)?

……………………..…………………………………………………………………………….

1. Please describe the characteristics of the volunteer which, in your opinion, would align well with the volunteer role and our organisation.

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Should you wish to talk about this further, please do not hesitate to telephone me on the following number **[enter phone number]** or by emailing **[enter email address].**

Thank you very much.

Best wishes,

**[Enter name]**

**Volunteer Manager**

Please return completed information to **[enter name]**:

**[Enter postal address],** usingthe enclosed stamped addressed envelope.

Or

Email [**enter email address**]