

Subject: Volunteer Reference Request - [Volunteer Name]

Dear [Recipient Name],

[Volunteer Name] has applied for a position with our staffing agency and has provided your name as a reference regarding their volunteer work at [Organization Name].

To help us assess their suitability for upcoming placements, please provide feedback on the following:

- Dates of service and total hours completed.
- Primary duties and responsibilities.
- Reliability and punctuality.
- Ability to work with others and follow instructions.
- Overall strengths and areas for improvement.

Would you recommend this individual for employment in a professional setting?

Please reply to this email or contact me at [Phone Number] if you would prefer to discuss this over the phone. Your insights are greatly appreciated and will be kept confidential.

Thank you for your time.

Best regards,

[Your Name]

[Your Title]

[Staffing Agency Name]