

SAMPLE LETTER  
REFERENCES

Name  
Address  
City, State Zip

Dear

[INSERT NAME] has applied to serve as a volunteer with Ohio State University Extension, [INSERT] County and has provided your name as a reference. [INSERT COUNTY AND/OR PROGRAM SPECIFIC INFORMATION HERE]

The Ohio State University Extension volunteer selection process is designed to identify and support individuals who desire to serve their community in a positive manner. Your completed reference will be considered with all other information and is used in helping our organization determine the most appropriate roles for individuals who desire to volunteer.

Please know that the completed reference form will be kept in a secured file cabinet in the Ohio State University Extension, [INSERT] County office. The release of information, including reference forms, will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in their community can bring volunteers immense satisfaction as they help others grow, learn, develop and succeed. We appreciate your time in helping our organization meet the needs of [INSERT] County, ultimately helping others grow, learn, develop and succeed!

We look forward to receiving your completed reference form.

Sincerely,

