

**\*Sample Letter of Reference for Free Bike Applications\***

**[Your Organization's Name/Letterhead]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Today's Date]**

Dear Urban Bike Project,

This is a letter of reference for **[Applicant's Name]** who is requesting a bicycle through your Free Bike Program. **[He/She]** would benefit from a free bicycle as the cost of purchasing one is prohibitive.

Sincerely,

**[Your Name]**

**[Title]**

**[Contact Information]**

**\*Sample E-MAIL Letter of Reference for Free Bike Applications\***

To: urbanbikeproject@gmail.com

From: emailaddress@yourorganization.com (must be sent from an official organization email address)

Subject: **[Applicant's Name]** - Letter of Reference

Dear Urban Bike Project,

This is a letter of reference for **[Applicant's Name]** who is requesting a bicycle through your Free Bike Program. **[He/She]** would benefit from a free bicycle as the cost of purchasing one is prohibitive.

Sincerely,

**[Your Name]**

**[Title]**

**[Contact Information]**