

Sample Letter of Reference for Free Bike Applications

[Your Organization's Name/Letterhead]
[Street Address]
[City, ST ZIP Code]
[Today's Date]

Urban Bike Project of Wilmington, Inc.
ATTN: Free Bike Applications
1908 N. Market St.
Wilmington, DE 19802

Dear Urban Bike Project,

This is a letter of reference for **[Applicant's Name]** who is requesting a bicycle through your Free Bike Program. **[Applicant's Name]** would benefit from a free bicycle as the cost of purchasing one would be prohibitive. **[He/She]** understands that applicants are not guaranteed a free bicycle and applications are reviewed once per month. **[He/She]** also understands that notification will be given by email or phone call regarding when to expect receipt of a free bicycle.

Sincerely,

[Your Name]
[Title]