

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a character reference for me. I have recently [explain the situation, e.g., applied for a job, applied for a rental property, etc.], and I believe that a reference from you would greatly support my application.

Please let me know if you would be comfortable providing this reference. If you agree, I can provide any additional information you might need to assist you, including the context of the reference or specifics about my application.

Thank you for considering my request. I truly appreciate your support.

Sincerely,
[Your Name]