

# Character Reference Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference from you as I [explain the purpose, e.g., am applying for a new job, applying for a program, etc.]. Your insights into my character and professional abilities would add significant value to my application.

As a colleague, I have always appreciated your perspective on [mention any relevant work, projects, or shared experiences]. I believe you can provide a well-rounded view of my [skills, traits, values, etc.], which would be beneficial for [explain why a reference from them is important].

If you agree, I would be happy to provide any specific details you might need regarding the position or program I am applying for. Your support in this matter would mean a lot to me.

Thank you for considering my request. I truly appreciate your time and help.

Sincerely,

[Your Name]

[Your Contact Information]