

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a character reference from you regarding my time at [Company Name]. I am currently seeking [describe the purpose, e.g., a new job opportunity, admission to a program, etc.], and I believe your insights into my character and work ethic would provide valuable context.

During my employment with you, I had the opportunity to [briefly describe your duties/roles]. I appreciated your guidance and the professional growth I experienced under your supervision.

If you are willing to provide a reference, I would be happy to provide you with any additional information or context that you might find helpful. Thank you for considering my request, and I look forward to hearing from you soon.

Best regards,

[Your Name]