

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[College/University Name]

[College/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a character reference letter from you to accompany my application for admission to [College/University Name]. As I pursue my academic goals, I believe that your insight into my character and experiences would greatly enhance my application.

During our time together in [mention context, e.g., class, project, volunteering], I appreciated your guidance and support. I believe you have a genuine understanding of my strengths and commitment to my education and personal growth.

Should you agree to assist me with this request, I would be happy to provide additional details regarding the application process or discuss any specific points you might address in the letter. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]