

Character Reference Request

Date: [Insert Date]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly ask if you would be willing to provide a character reference for me as I apply for a [specific job title] position at [Company Name].

As you know, I have [briefly explain your relationship and any relevant experiences]. I believe that your insights into my abilities and character would provide a valuable perspective to my potential employer.

If you agree, I would be happy to provide any additional information or details about the job and its requirements. The application deadline is [insert deadline], so any feedback before that date would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Contact Information]