

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's 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 from you to support my application for professional licensing as [specific profession] with [Name of Licensing Board/Organization].

As you know, I have been committed to pursuing a career in [specific field/profession] for [duration], and I believe that your insight into my character and work ethic would greatly enhance my application. Your perspective on my skills, reliability, and professional conduct would provide valuable context to the licensing board.

Should you agree to assist me in this matter, I would be more than happy to provide further details regarding the licensing requirements or any specific points you may wish to address in your reference.

Thank you very much for considering my request. I appreciate your support and look forward to your positive response.

Sincerely,

[Your Name]