

Dear Professor [Last 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 volunteer position with [Organization Name]. Your insight into my skills and dedication during my time in your class would greatly enhance my application.

The role involves [briefly describe the responsibilities of the volunteer position], and I believe my experiences in your course have prepared me well for this opportunity. I appreciate your consideration and any support you can provide.

Thank you for your time. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Contact Information]