

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a character reference from you as I am currently applying for [specific position or program] and believe that your perspective on my skills and work ethic would be invaluable.

During my time at [Company Name], I thoroughly enjoyed our collaboration and appreciate the opportunities I had to learn under your guidance. Your insights into my skills in [specific skills or projects] would greatly enhance my application.

If you are able to assist, I would be happy to provide further details regarding the position and any specific attributes I believe should be highlighted in your reference.

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

Sincerely,

[Your Name]