

Request for Character Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide me with a character reference for [specific purpose, e.g., a job application, volunteering opportunity, etc.].

During the time I have known you, I have always respected your opinion and believe that your insights would greatly enhance my application. Your perspective on my [mention relevant qualities or experiences] would be particularly valuable.

If you are able to assist me, I would be happy to provide any further information you may need, including details about the position or organization. I truly appreciate your time and consideration.

Thank you in advance for your support. Please let me know if you'd be willing to help me.

Sincerely,

[Your Name]