

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a character reference for me as I apply for a [Job Title] position at [Company Name]. Your insight into my skills and character would greatly enhance my application.

The position requires [briefly mention skills or qualities relevant to the job], and I believe you could provide an excellent perspective on these aspects based on our [mention your relationship, e.g., working together].

If you agree, I can provide you with more details about the position and the qualities the employer is seeking. Please let me know if you would be comfortable helping me with this request.

Thank you for considering my request, and I appreciate your support!

Sincerely,
[Your Name]
[Your Contact Information]