

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a personal reference regarding my character and work ethic for a legal matter that I am currently facing. Your insight would be invaluable to me as you are well aware of my professional background and integrity.

Specifically, I would appreciate it if you could highlight [briefly describe any specific qualities, experiences, or situations you would like mentioned]. I believe your perspective would greatly assist in presenting a well-rounded view of my abilities and character.

If you are able to assist me with this, please let me know, and I can provide any additional information needed. I understand you have a busy schedule, and any help you can provide would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]