

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a character reference as I am in the process of applying for a [Job Title] position at [Company Name]. I believe that your insight into my skills and character would be invaluable to potential employers.

During our time together at [Context of Relationship, e.g., previous job, volunteer work, etc.], I believe you observed my [mention key skills or qualities]. I think your perspective could greatly enhance my application.

If you agree to provide a reference, I would be happy to provide you with more details about the position and the company. I understand your time is valuable, and I sincerely appreciate your consideration.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]