

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference from you as I pursue volunteer opportunities in [specific area, e.g., community service, mentoring, etc.]. Your insight into my character and abilities would greatly support my application.

As you know, I have been involved in [briefly mention relevant experiences or skills], and I believe your perspective on my [mention qualities such as dedication, reliability, etc.] would be invaluable. I am particularly interested in volunteering with [specific organization or program] because [mention reason or connection].

If you feel comfortable providing a reference, please let me know. I would be more than happy to provide any further information about the position or my past experiences. Thank you very much for considering my request.

Sincerely,  
[Your Name]  
[Your Contact Information]