

Character Reference Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a character reference as I am applying for a volunteer position with [Organization Name]. I believe that your insights into my character and work ethic would greatly support my application.

During our time together at [Context in which you know the person], I believe I demonstrated qualities such as [list a few qualities related to volunteering, e.g., dedication, teamwork, compassion]. I would appreciate if you could highlight these aspects in your reference.

If you are willing to assist, please let me know and I can provide further details about the position and any specific points you might consider mentioning.

Thank you for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]