

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respectfully request a character reference for [Name of the Individual] who is applying for the position of [Position Title] with [Department/Organization Name]. As you may know, this role requires a strong commitment to public service and integrity.

Having known [Name of the Individual] for [duration of time], I can confidently attest to their character, work ethic, and dedication to the community. [Insert specific examples or qualities that exemplify their suitability for the position].

I would greatly appreciate your support in providing this reference, as it would significantly bolster [Name of the Individual]'s application. If you need any further information or would like to discuss this matter, please feel free to contact me.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]