

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a character reference from you as I am applying for a casual position at [Company Name/Type of Job] and believe that your insight into my character would be very valuable.

Having had the pleasure of knowing you for [Duration] in [Context], I feel that you can speak to my work ethic, reliability, and ability to interact positively with others. I believe these attributes are crucial for the position I am applying for.

If you agree, I would be immensely grateful for your support. Please let me know if you need any additional information or context to assist you in writing the reference.

Thank you for considering my request. I truly appreciate your help!

Sincerely,

[Your Name]