

Reference Request for Character Assessment

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a character reference for my application to [Insert High School Name]. As part of the admission process, I am required to submit a letter of reference from someone who knows me well and can attest to my character and accomplishments.

Throughout my time at [Insert Previous School/Community], I have had the pleasure of knowing you through [explain how you know the person, e.g., class, club, volunteer work]. Your perspective on my character and dedication would greatly enhance my application.

If you are willing to assist me in this matter, the reference letter should ideally include specific examples of my character traits, work ethic, and contributions to our community. The deadline for submission is [Insert Deadline Date]. The letter can be sent directly to the school via email at [Insert Email Address] or by mail at [Insert School Mailing Address].

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Grade Level]