

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Institution/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference letter to support my application for a study abroad program at [University/Program Name].

As you are aware, my goal is to [briefly state your study abroad goals, e.g., gain international experience, enhance my education in a specific field, etc.]. Your insight into my skills and character would be incredibly valuable to my application.

If you agree to provide this reference, I would be happy to share my resume and any additional information that could assist you in the writing process. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I deeply appreciate your support and guidance.

Sincerely,

[Your Name]