

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a character reference as I apply for the HR position at [Company's Name]. Having had the privilege of working with you at [Previous Company or Context], I believe you can provide a valuable perspective on my professional abilities and personal character.

In this role, I aim to leverage my skills in [mention specific HR skills or experiences relevant to the position], and your endorsement would greatly enhance my application.

Thank you for considering my request. I truly appreciate your support, and if you need any additional information or specific points to include, please let me know.

Best regards,

[Your Name]