

Character Reference Request

Date: [Insert Date]

[Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to kindly request a character reference letter regarding my [son/daughter], [Child's Name], who is currently in [Grade/Class]. As we are preparing for [specific purpose, e.g., a new school application, a scholarship], a letter highlighting [his/her] character traits and academic performance would be invaluable.

[Child's Name] has shown remarkable growth in [specific skills or attributes], and I believe your insights would greatly support [his/her] application. If you could share your experience working with [him/her], it would be much appreciated.

Thank you for considering my request. If you need any further information or specific points you would like me to address, please feel free to reach out.

Sincerely,

[Your Name]

[Your Contact Information]