

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Supervisor's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a character reference from you for my application to the [Name of Entrepreneurship Program]. Having had the opportunity to work under your supervision during my time as a volunteer at [Organization Name], I believe that your insights into my character and work ethic would greatly benefit my application.

The [Name of Entrepreneurship Program] is a fantastic opportunity for me to enhance my business skills and further my entrepreneurial ambitions. I am confident that your perspective on my contributions and dedication during my volunteer work would provide valuable context to my application.

If you are willing to assist me with this request, I would be happy to provide any additional information you may need. The deadline for submission is [Deadline Date], and I can provide the details on how to submit the reference.

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

Sincerely,
[Your Name]