

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to kindly request your support in my application for a Public Relations position at [Company Name]. As part of the application process, I am required to provide a character reference, and I believe your insights would be invaluable.

Having worked together at [Previous Job/Organization] for [Duration], I feel that you can speak confidently of my skills and dedication in the PR field. Your perspective on my abilities and work ethic would greatly enhance my candidacy.

If you are able to assist, I would be happy to provide any additional details about the job or my experiences that may help you. Please let me know if you need any information to make this as easy as possible.

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

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email]