

Character Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a character reference for me as I apply for [specific educational program or opportunity] at [institution name]. Your knowledge of my [relationship to the recipient, e.g., work ethic, character, achievements] would greatly enhance my application.

Throughout our time working together at [place of association, e.g., school, job, volunteering], I believe I have demonstrated [mention skills or qualities relevant to the program]. Your perspective on this would be invaluable in highlighting my strengths.

I am aiming to submit my application by [application deadline], and if you agree to assist me with this reference, I would be more than happy to provide any additional information to facilitate your response.

Thank you for considering my request. I sincerely appreciate your time and support.

Warm regards,

[Your Name]