

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company 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 from you as I pursue [mention the opportunity, e.g., a new job, education, etc.]. I believe that your perspective on my [skills, work ethic, character] would provide valuable insight.

Throughout our time working together at [mention how you know them, e.g., company, organization], I appreciated [mention specific qualities or experiences]. I am confident that you can provide an honest and thorough portrayal of my abilities and character.

If you agree to assist me, I would be more than happy to provide any additional information you may need. I am looking to submit my reference during [mention timeline, if applicable], so your prompt response would be greatly appreciated.

Thank you very much for considering my request. I truly value your support and hope to hear from you soon.

Sincerely,

[Your Name]