

Request for Character Reference

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a character reference from you for [specific purpose, e.g., a job application, college admission, etc.]. I believe that your insight into my character and experiences would be invaluable to the selection process.

Over the years, I have had the pleasure of [briefly describe your relationship with the recipient, e.g., "working under your guidance at XYZ Company" or "knowing you through community service"], and I think you could provide an accurate and positive reflection of my abilities and work ethic.

If you agree, I would be happy to provide any additional information you might need or discuss my qualifications further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]