

Request for Character Reference

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a character reference for me as I am currently [explain the purpose, e.g., applying for a job, seeking admission to a program, etc.]. I believe that your insight into my character and skills would provide valuable support to my application.

During my time working with you at [mention where you worked together or a specific context], I greatly valued our collaboration and the experiences we shared. I believe you can speak to my strengths in [mention specific skills or attributes relevant to the reference request].

If you agree, I would be happy to provide any additional information you may need for the reference. Thank you very much for considering my request. I really appreciate it!

Sincerely,

[Your Name]