

[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]

Subject: Request for Character Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support as I pursue a job opportunity at [Company Name] for the position of [Job Title]. I believe that your insights into my character and work ethic would provide a valuable perspective to my potential employer.

During our time working together at [Previous Workplace/Organization], I learned and grew significantly under your guidance. I am applying for this position because [brief explanation of your interest in the job], and I am confident that your endorsement would greatly enhance my application.

If you are willing to be a reference, please let me know, and I will provide you with any additional information you might need regarding the job and the qualities I hope to highlight. I greatly appreciate your consideration and support.

Thank you very much for your time.

Sincerely,

[Your Name]