

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. I am currently [state your purpose, e.g., applying for a job, entering a program, etc.], and I believe your perspective on my character and abilities would be invaluable.

We have known each other for [duration], during which I have [mention your connection and any relevant details about your relationship]. I greatly value your opinion and feel that you can speak to my [mention specific qualities or experiences that you would like them to highlight].

If you are willing to help, I would be happy to provide any information or context you might need. Thank you very much for considering my request. I really appreciate your support.

Warm regards,

[Your Name]

[Your Contact Information]