

# Character Reference Request Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference as I am currently applying for a position at [Company's Name] for the role of [Job Title]. Your insight and perspective on my character and work ethic would be invaluable in supporting my application.

During my time at [Previous Employment or Relation], I demonstrated [briefly mention relevant skills or experiences]. Your observations of my [mention specific traits or accomplishments] would greatly enhance my candidacy.

If you agree to assist me, please feel free to highlight any positive experiences you've had while working with me. The reference can be submitted directly to the hiring manager at [Manager's Email/Company's Website], or you can send it to me, and I will ensure it reaches them.

Thank you very much for considering my request. I truly appreciate your support and understanding. If you need any further information or have questions, please do not hesitate to reach out.

Sincerely,

[Your Name]