

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a character reference for me as I pursue a job opportunity at [Company Name]. I have always valued your opinion and believe that your endorsement would significantly enhance my application.

During my time working at [Previous Company/Organization] under your guidance, I developed important skills in [mention relevant skills or experiences]. I feel that you can attest to my work ethic and character, which are qualities that are important for the position I am applying for.

If you agree, I would be happy to provide any additional information or context about the job or the type of reference needed. The potential employer may reach out via email or phone, and I would appreciate your support in this matter.

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

Sincerely,

[Your Name]