

Request for Character Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a character reference from you for my university application. As you may know, I am applying to [University Name] to pursue [Course/Program Name], and I believe that your insight into my character and experiences would greatly enhance my application.

During my time at [Context/Organization/School], I had the pleasure of [mention relevant experiences or interactions], and I feel that your perspective would provide a well-rounded view of my abilities and character.

The deadline for submission is [Deadline Date], and I would be happy to provide any additional information you may need for your reference, such as my resume or details about the program.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]