

# Character Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference for [specific purpose, e.g., a job application, volunteer position, etc.]. I have known you for [duration of relationship] and have always appreciated your insights into my character and abilities.

I am applying for [describe opportunity briefly] and would be grateful if you could provide a reference based on our experiences together. Your perspective would greatly enhance my application and provide valuable insight into my skills and qualities.

Please let me know if you are comfortable providing this reference. If you have any questions or need additional information, feel free to contact me at your convenience.

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

Sincerely,

[Your Name]