

Formal Character Reference Request Letter Sample

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

[Referee's Name]
[Referee's Position]
[Company/Organization/Institution Name if applicable]
[Referee's Address]
[City, State, ZIP Code]

Dear [Referee's Name],

I hope this letter finds you well. I am writing to request your assistance in providing a formal character reference letter on my behalf. I am currently [briefly explain the reason, e.g., applying for a new position/seeking admission to a program/involved in a legal matter] and a character reference from you would be invaluable.

As someone who has known me for [length of time] in the capacity of [explain your relationship, e.g., colleague, supervisor, mentor, neighbor], I believe you can provide meaningful insight into my personal qualities, work ethic, and integrity. Specifically, I would appreciate it if you could highlight attributes such as [list 2-3 relevant character traits, e.g., reliability, honesty, dedication] that you have observed during our interactions.

If you require any further information to assist with your reference, please do not hesitate to contact me. I understand this is a commitment of your time, and I want to express my gratitude for considering my request. If possible, I would appreciate it if you could provide the letter by [desired date].

Thank you very much for your support and consideration.

Sincerely,
[Your Name]