

Professional Thank-You Letter with Character Reference Request Sample

This document provides a **professional thank-you letter with character reference request sample**, designed to express gratitude while politely seeking a character reference from a respected individual. It combines courteous language and a clear request, making it ideal for job seekers, students, or anyone needing a personal endorsement. The sample ensures the letter is both respectful and effective, reinforcing positive relationships and facilitating favorable references for future opportunities.

Sample Letter

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

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization or Company Name]
[Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to sincerely thank you for your guidance and support during my time at [company, university, or organization name]. Your encouragement and mentorship have greatly contributed to my personal and professional growth, and I am truly grateful for the opportunities I have had to learn from you.

As I am currently seeking [a new position / admission to a program / other opportunity], I am reaching out to kindly request your support as a character reference. Given your familiarity with my work ethic, dedication, and character, I believe that your endorsement would be highly valuable in this process.

If you are comfortable providing a reference, I would be happy to provide further information about the opportunity and any details you may need. Please let me know if you have any questions, or if there are forms or procedures involved.

Thank you once again for your ongoing support and consideration. I sincerely appreciate your time and assistance, and I look forward to staying in touch.

Warm regards,
[Your Name]