

Dear [Recipient Name],

I hope you are doing well.

I am currently applying for the position of [Job Title] at [Company Name]. As part of the application process, I am required to provide a personal character reference from someone who can speak to my work ethic, reliability, and personality.

Because of our relationship as [mention relationship, e.g., teacher, mentor, family friend], I would be honored if you would consider writing a brief letter of recommendation on my behalf. Having known you for [number] years, I believe you can provide valuable insight into my character and potential as I begin my professional career.

If you are willing to do so, I can provide you with my current resume and the job description to help guide your writing. The deadline for submission is [Date].

Please let me know if you are comfortable providing this reference, or if you have any questions. Thank you for your time and for all the support you have given me over the years.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]