Subject line: Letter of Reference Request for [Your Name]

Hi [First Name or Mr./Mrs./Dr. Last Name],

I am in the process of applying for a [insert position title] position with [insert company name]. One of the application requirements is a letter with a character reference and recommendation from [reference category, such as a former employer] who can attest to my character. Since we have worked together for [insert length of working relationship], I am confident you could speak positively about my skills and abilities.

I would greatly appreciate it if you would write a [insert required length, if any] letter of recommendation describing my personal qualities such as ethics and trustworthiness.

The application is due [insert deadline], to be submitted via [insert submission requirements from the prospective employer]. A copy of my current resume and [insert supporting materials provided, if any] is attached for your review. I am happy to discuss further or answer any outstanding questions you might have.

Thank you in advance for your consideration.

Best,

[Name]

[Phone number]

[Email address]