

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Character Reference

Dear :

I am in the process of applying to a number of residency programs. As part of my application, I must submit a character reference to the administrator of each residency program. I would be extremely appreciative if you would provide a character reference to the following address:

Name  
Address Line  
Address Line  
City, State Zip Code

Thanks so much for your assistance.

Sincerely,

N A M E