

Request Letter of Good Moral Character for Student

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]

[Date]

[Recipient's Name]
[Title]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a letter of Good Moral Character for [Student's Name], who is a student at [School Name]. This certificate is required for [state the purpose, e.g., college admissions, job application, etc.].

Details of the student are as follows:

- Name: [Student's Name]
- Date of Birth: [Date of Birth]
- Grade/Class: [Grade/Class]
- School ID Number (if applicable): [School ID Number]

I kindly request that the letter be addressed to:

[Recipient's Name and Title]
[Recipient's Address]

Please let me know if you require any additional information or documentation. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you very much for your assistance in this matter.

Sincerely,

[Your Name]