

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a character reference for [Candidate's Name], who has applied for the position of [Position Title] at [Your Company/Organization Name]. As part of our recruitment process, we conduct character reference checks to ensure we are making informed hiring decisions.

[Candidate's Name] has mentioned you as a reference, and we would greatly appreciate your insights regarding their character, work ethic, and any memorable experiences you may have had with them. Please feel free to share any information that you believe would assist us in this evaluation.

If you are available, I would like to schedule a brief conversation at your convenience, or if you prefer, please feel free to reply via email with your thoughts.

Thank you for taking the time to assist us in this matter. Your input is invaluable to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]