

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about [Prospective Employee's Name], who has applied for the [Job Title] position with us at [Your Company]. As part of our hiring process, we seek to gather character references to better understand the candidate's background and work ethic.

Could you please provide us with your insights regarding [Prospective Employee's Name]'s character, reliability, and any relevant experiences you have had working with them? Your input will be invaluable in helping us make an informed decision.

Thank you for your assistance. Please feel free to reply to this email or contact me directly at [Your Phone Number].

Best regards,  
[Your Name]  
[Your Position]