

# Character Reference Verification Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a character reference verification for [Applicant's Full Name], who has applied for [specific position or program] at [Company/Organization Name]. During the application process, [Applicant's Name] provided your name as a character reference.

We would appreciate your feedback regarding [his/her/their] character, work ethic, and any other relevant qualities that you have observed. Your input will be valuable in helping us make an informed decision.

Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]