

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confidential Personal Character Reference - [Candidate Name]

Dear [Recipient Name],

[Candidate Name] is currently being considered for the position of [Job Title] at [Company Name] and has provided your name as a personal character reference.

We would appreciate your candid assessment of the candidate's character, integrity, and general reliability. As this role involves [briefly mention key responsibility, e.g., handling sensitive data/leadership/client relations], your insights into their personal attributes would be invaluable to our selection process.

Please address the following points in your response:

- How long and in what capacity have you known the candidate?
- How would you describe their honesty and ethical standards?
- How do they handle responsibility and pressure?
- Are there any reasons you would hesitate to recommend them for a position of trust?

This inquiry is strictly confidential. Your response will be used solely for the purpose of evaluating the candidate's suitability for employment and will not be shared with the candidate.

If you prefer to provide this reference via telephone, please let me know a convenient time to call you at [Your Phone Number]. Otherwise, please return your written response to [Email Address] by [Date].

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Title]
[Company Name]