

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you because I am currently applying for a [Job Title] position with [Company Name]. As part of their direct hire hiring process, they require a personal character reference from someone who knows me well.

I would be very grateful if you would consider providing a brief letter or completing a reference check regarding my character, reliability, and personal qualities. Having known you for [Number] years through [context, e.g., our community/previous volunteer work], I believe you can provide a sincere perspective on my background.

The company is particularly interested in hearing about my:

- Integrity and honesty
- Work ethic and dependability
- Ability to work well with others

If you are comfortable doing this, please let me know. I can provide the contact details for the hiring manager or send you the specific form they require. The deadline for submission is [Date].

Thank you for your time and for supporting my career goals.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]