

[Your Name]
[Your Title/Current Company]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]

Dear [Recipient Name],

I hope you are doing well. I am currently in the final stages of the interview process for an executive leadership position as [Target Job Title] with [Company Name].

As part of their executive vetting process, the search committee has requested a personal character reference from someone who can speak to my integrity, leadership style, and professional ethics. Given our long-standing relationship and the time we spent working together at [Previous Company/Organization], I would be honored if you would consider providing this reference for me.

The firm is specifically interested in insights regarding:

- My ability to lead and inspire teams during transition periods.
- My personal core values and commitment to ethical decision-making.
- My reputation for reliability and high-level problem solving.

I have attached my current resume and the job description for your review. If you are comfortable providing this reference, please let me know, and I will share your contact information with the executive recruiter, [Recruiter Name]. They would likely reach out via a brief phone call or a formal email questionnaire.

Thank you for your time and for your continued support of my professional career.

Best regards,

[Your Signature]

[Your Printed Name]