

Subject: Character Reference Request - [Candidate Name]

Dear [Recipient Name],

I am currently applying for a [Job Title] position with [Company Name] in [Country Name]. As part of my international visa and employment background check, I am required to provide a personal character reference.

I am writing to ask if you would be willing to provide a brief letter of recommendation regarding my character, integrity, and personal qualities. Having known you for [Number] years in a [Professional/Personal] capacity, I believe your perspective would be invaluable to my application.

If you are willing to assist, the letter typically needs to include:

- How long you have known me and in what capacity.
- Observations on my reliability, honesty, and work ethic.
- Your contact information for verification purposes.

I would need the signed document by [Date]. Please let me know if you are comfortable providing this reference, and I will send over any further instructions or templates required by the hiring organization.

Thank you for your time and support.

Sincerely,

[Your Full Name]

[Your Email Address]

[Your Phone Number]