

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

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

Subject: Personal Character Reference Request - [Applicant Name]

Dear [Reference Name],

[Applicant Name] has applied 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 applicant's character and general reputation. Specifically, we would value your insight on the following:

- How long have you known the applicant and in what capacity?
- How would you describe their integrity, reliability, and honesty?
- How well do they interact with others and handle responsibilities?
- Are there any other personal traits we should consider regarding their suitability for employment?

Your response will be kept strictly confidential. Please provide your feedback by [Date] via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]