

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Character Reference Request for [Candidate Name]

Dear [Recipient Name],

I am writing to you from [Recruitment Agency Name]. [Candidate Name] is currently being considered for a position as a [Job Title] and has provided your name as a personal character reference.

To help us assess their suitability for this role, we would appreciate your honest feedback regarding the following:

- How long have you known the candidate and in what capacity?
- How would you describe their integrity and general character?
- Are they reliable and punctual in their personal or professional commitments?
- In your opinion, are they suitable for a position involving [Key Responsibility, e.g., handling money/working with children]?

We would be grateful if you could provide your reference by [Date]. You may reply directly to this email or contact me at [Phone Number] if you prefer to discuss this over the phone.

Any information you provide will be kept strictly confidential and used solely for the purpose of evaluating the candidate's application.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]