

[Your Name]
[Your Job Title]
[Your Organization]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Organization]

Dear [Recipient Name],

I am writing to formally request a personal character reference as I pursue the position of [Job Title] at [Company Name]. Having worked closely with you during my time at [Previous Organization/Project], I believe you can provide a unique perspective on my leadership capabilities and personal integrity.

As this is a senior leadership role, the selection committee is particularly interested in my ethical decision-making, my ability to foster a positive corporate culture, and how I handle complex interpersonal dynamics. Given our history, I would be honored if you could speak to these qualities based on your observations of my conduct and values.

I have attached my current resume and the specific job description for your reference. Should you agree, the recruitment team may contact you via [email/phone] or ask for a brief written statement regarding my character.

Please let me know if you are comfortable providing this reference, or if you require any further information to assist you. Thank you for your time and for your ongoing support of my professional journey.

Sincerely,

[Your Signature]

[Your Printed Name]