

Subject: Character Reference Request - [Your Name] - [Industry Name]

Dear [Recipient Name],

I hope you are doing well.

I am currently applying for the position of [Job Title] at [Company Name]. As part of the application process for this role within the [Industry Name] sector, I am required to provide a personal character reference from someone who can speak to my integrity and professional conduct.

Because of our history working together at [Previous Company/Context], I would be honored if you would consider writing this reference for me. Given the specialized nature of this industry, the hiring committee is specifically looking for insights into my [mention 1-2 specific traits, e.g., technical ethics, attention to safety, or analytical mindset].

I have attached my current resume and the job description for your reference. If you are willing to provide this, I can send over the specific submission instructions or the contact information for the hiring manager.

Thank you for your time and for considering this request.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]