

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

[Date]

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

Subject: Character Reference Request for [Candidate Name]

Dear [Recipient Name],

[Candidate Name] is currently being considered for the position of [Job Title] at [Your Company Name]. As part of our standard staffing and background screening process, they have provided your name as a personal character reference.

We would appreciate your candid feedback regarding the candidate's integrity, reliability, and general character. Specifically, we would be grateful if you could address the following:

- How long have you known the candidate and in what capacity?
- What are their primary strengths in terms of interpersonal skills and work ethic?
- How would you describe their trustworthiness and sense of responsibility?
- Are there any areas where the candidate could improve?
- Would you recommend them for a position of trust within an organization?

Your responses will be kept strictly confidential. If you prefer to provide this reference via a brief phone call, please let me know your availability and the best number to reach you.

Thank you for your time and assistance in our hiring process. We look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]