

Subject: URGENT: Character Reference Request for [Applicant Name]

Dear [Recipient Name],

I am writing to you because I am currently in the process of an urgent placement for a [Job Title/Position] with [Company/Organization Name]. As part of their expedited screening process, they require a personal character reference.

Given our [Years] of relationship as [Friend/Colleague/Mentor], I would be honored if you could provide a brief statement regarding my character, reliability, and integrity.

Specifically, the organization is looking for confirmation on:

- How long and in what capacity you have known me.
- My personal qualities and strengths.
- Your opinion on my fitness for a position of responsibility.

Due to the urgent nature of this placement, would you be able to provide this reference by [Date/Time]? You can send it directly to me at [Your Email Address] or to the hiring coordinator at [Contact Email].

I understand this is a short-notice request and I truly appreciate your time and support in helping me secure this opportunity.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]