

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Name of the Person You Are Referring], who I have known for [duration of your relationship] as [context of your relationship]. During this time, I have come to know them as a [positive qualities/characteristics of the person].

[Name of the Person You Are Referring] has consistently demonstrated [specific examples of their good character, such as integrity, responsibility, compassion, etc.]. I have witnessed [his/her/their] ability to [specific accomplishments or contributions that illustrate character].

Moreover, [he/she/they] has always been committed to [mention any community services or personal achievements]. I believe that these attributes make [him/her/them] well-suited to [context in which they may be evaluated, e.g., job position, court case, etc.].

In conclusion, I wholeheartedly recommend [Name of the Person You Are Referring] as an individual of great character and believe that [he/she/they] will bring [positive outcomes or contributions] to [specific context]. Please feel free to contact me at [phone number] or [email address] if you require any further information.

Sincerely,

[Your Name]