

# Personal Character Reference Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title/Position if applicable]  
[Company/Organization Name if applicable]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a personal character reference for my friend, [Friend's Name]. I have known [Friend's Name] for [number] years and can confidently say that they are a person of integrity, kindness, and responsibility.

[Friend's Name] has always been there for me and others in our community, demonstrating a genuine commitment to helping those around them. Whether it's through volunteering, lending a listening ear, or offering support during tough times, [he/she/they] consistently exemplifies the qualities of a good friend and a responsible individual.

In addition to being a caring person, [Friend's Name] is also very [mention any relevant qualities such as hardworking, dedicated, etc.]. [He/She/They] approaches challenges with a positive attitude and works diligently to achieve [his/her/their] goals.

I wholeheartedly recommend [Friend's Name] for [mention any specific opportunity, position, etc.], as I believe [he/she/they] would excel and bring great value. Please feel free to contact me if you would like any more information or further insight into [his/her/their] character.

Thank you for considering this reference.

Sincerely,  
[Your Name]