

Character Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a personal character reference for [Applicant's Name] in support of their application for admission to [School's Name]. I have known [Applicant's Name] for [duration] as [his/her/their] [relation, e.g., neighbor, teacher, coach].

[Applicant's Name] has always demonstrated qualities that make [him/her/them] an outstanding candidate for your institution. [He/She/They] is [mention key qualities such as hardworking, responsible, kind, etc.], and [provide examples or anecdotes that illustrate these qualities].

I have seen [him/her/them] excel in [mention relevant activities or subjects], showcasing [his/her/their] commitment and passion. [He/She/They] is not only academically inclined but also actively participates in [mention extracurricular activities].

I genuinely believe that [Applicant's Name] will be a valuable addition to [School's Name], and I wholeheartedly support [his/her/their] admission. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]