

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a character reference for my friend, [Friend's Name], who is applying for a position at [Company Name]. I have known [Friend's Name] for [number] years and can confidently attest to their character and abilities.

[Friend's Name] is a reliable and hardworking individual who consistently demonstrates a strong work ethic. They possess excellent interpersonal skills, which allow them to communicate effectively with colleagues and clients alike. I have seen their ability to adapt to various challenges and remain focused on achieving goals.

In addition to their professional qualities, [Friend's Name] is a compassionate and trustworthy person. They have been involved in [mention any relevant community service or volunteering experience], showcasing their commitment to making a positive impact in the community.

I highly recommend [Friend's Name] for the position at [Company Name], as I believe they will be an asset to your team. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this application.

Sincerely,

[Your Name]