

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Character Reference for [Applicant's Name]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name], whom I have known for [duration] in my capacity as [your relationship: friend, employer, teacher, etc.]. During this time, I have had the pleasure of observing [his/her/their] [mention any specific qualities: work ethic, integrity, interpersonal skills, etc.].

[Highlight specific examples of the applicant's character and achievements that support your recommendations.]

I firmly believe that [Applicant's Name] possesses the qualities needed to excel in [specific area or position]. I highly recommend [him/her/them] without reservation.

Thank you for considering this recommendation. If you have any questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]