

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to provide a character reference for [Candidate's Name], who is applying for a position at your organization. I have known [Candidate's Name] for [Duration] in my capacity as [Your Relationship to Candidate]. During this time, I have witnessed their [describe positive traits or skills].

[Candidate's Name] has consistently demonstrated qualities such as [list specific qualities or experiences relevant to the job]. I have no doubt that their skills and dedication would be a valuable asset to your team.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this reference.

Sincerely,

[Your Name]