

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to provide a character reference for my friend, [Friend's Name], who is applying for the [Job Title] position at your company. I have known [Friend's Name] for [number of years] years and can attest to their outstanding character and work ethic.

[Friend's Name] is highly motivated, reliable, and possesses excellent interpersonal skills. They have always demonstrated a commitment to excellence in everything they do. I believe these qualities make them an ideal candidate for your team.

During the time I have known [Friend's Name], I have seen them handle challenges with grace and professionalism. Their ability to adapt and problem-solve is commendable, and I am confident they will bring the same dedication and enthusiasm to your organization.

In conclusion, I wholeheartedly recommend [Friend's Name] for the [Job Title] position. I am certain they would be a valuable asset to your team. Should 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]