

# Character Reference Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the position of [Job Title] at [Company's Name]. I have known [him/her/them] for [duration] and have always been impressed with [his/her/their] commitment and professionalism in [context in which you know the candidate].

[Candidate's Name] demonstrates qualities such as [mention specific qualities like reliability, work ethic, leadership, etc.]. During our time together, [he/she/they] proved to be [provide a specific example or anecdote that illustrates the candidate's character].

I firmly believe that [Candidate's Name] would be a valuable addition to your team and would excel in the role of [Job Title]. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for considering this recommendation.

Sincerely,

[Your Name]