

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Education Institution/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name], who is applying for [specific educational funding or scholarship name]. I have had the pleasure of knowing [Applicant's Name] for [duration] and can confidently say that they possess exceptional qualities that make them a suitable candidate for this opportunity.

[Applicant's Name] has demonstrated a strong commitment to [his/her/their] academic pursuits and exhibits a genuine passion for [field of study or interest]. [He/She/They] is not only diligent in [his/her/their] studies but also actively participates in [mention any extracurricular activities, volunteer work, or relevant experiences].

In addition to [his/her/their] academic excellence, [Applicant's Name] is known for [his/her/their] integrity, resilience, and ability to inspire peers. I am confident that [he/she/they] will make a positive impact in [his/her/their] future endeavors and will utilize the funding to further [his/her/their] education effectively.

In conclusion, I highly recommend [Applicant's Name] for [specific educational funding or scholarship name]. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Position/Relationship to Applicant]