

# Character Reference Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for admission to [Institution/Program Name]. As [his/her/their] [relation, e.g., professor, employer, mentor] for [duration], I have had the pleasure of witnessing [his/her/their] growth and commitment to [his/her/their] academic and professional pursuits.

[Insert specific qualities, accomplishments, or experiences that make the applicant a strong candidate for academic admission.]

Throughout [his/her/their] time in [specific course, job, or setting], [Applicant's Name] demonstrated exceptional [qualities, skills, or characteristics]. I am particularly impressed with [specific example of an achievement or experience].

I am confident that [Applicant's Name] will bring the same level of dedication and enthusiasm to [Institution/Program Name] as [he/she/they] has shown in [his/her/their] previous endeavors. I strongly endorse [his/her/their] application and am positive that [he/she/they] will contribute positively to your community.

Thank you for considering [Applicant's Name] for admission. If you have any further questions, please do not hesitate to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution or Company]