

October 1, 2023

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Branch of Military]

[Address]

[City, State, Zip Code] Dear [Recipient's Name], I am writing to provide a character reference for [Applicant's Name], who is seeking to enlist in [Branch of Military].

I have known [Applicant's Name] for [duration] and can confidently say that [he/she/they] possess the qualities essential for a successful military career. [He/She/They] exhibits integrity, dedication, and a strong sense of responsibility. [Insert additional qualities or specific examples of the applicant's character and achievements].

I wholeheartedly support [Applicant's Name]'s decision to join [Branch of Military] and believe [he/she/they] will be an asset to your team. Please feel free to contact me at [your phone number] or [your email] if you require further information. Sincerely,

[Your Name]

[Your Title/Position]