

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a personal character reference for [Applicant's Name], who is applying for a position at [Company Name]. I have known [Applicant's Name] for [length of time] and am pleased to share my observations and experiences regarding their character.

[Applicant's Name] is an individual of great integrity and outstanding character. They possess qualities such as [mention specific traits: e.g., honesty, reliability, strong work ethic], which I believe make them an excellent candidate for the position they are applying for. I have witnessed their ability to [provide examples of relevant skills or experiences].

Furthermore, [Applicant's Name] has consistently demonstrated [mention any relevant accomplishments or contributions, such as teamwork, leadership, or problem-solving]. I have no doubts that they will bring the same dedication and commitment to [Company Name].

In conclusion, I wholeheartedly recommend [Applicant's Name] for the role. They will undoubtedly be an asset to your team. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]