

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this character reference letter for [Student's Name], who was a student in my [subject/class name] class during the [specific year/semester]. Throughout the time I have known [him/her/them], [he/she/they] has consistently demonstrated qualities that are commendable and inspiring.

[Student's Name] is a dedicated and hardworking individual who has not only excelled academically but has also shown remarkable leadership and interpersonal skills. [He/She/They] is well-respected by peers and teachers alike, and [his/her/their] positive demeanor always brings encouragement to those around [him/her/them].

Beyond academics, [Student's Name] has been actively involved in [mention any extracurricular activities or community service], which showcases [his/her/their] commitment to [his/her/their] personal growth and the wellbeing of others. [He/She/They] approaches challenges with a constructive attitude and is always willing to assist fellow students.

I believe that [Student's Name] would be a valuable addition to [Recipient's Institution or Organization] and I wholeheartedly support [his/her/their] application. Please feel free to contact me if you need any more information or specific examples regarding [his/her/their] character and achievements.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[School Name]