

Character Reference Letter

Date: [Insert Date]

[School Admissions Office]

[School Name]

[School Address]

Dear Admissions Committee,

I am writing to you in my capacity as a neighbor of [Student's Name] to provide a character reference for their admission to [School Name]. I have had the pleasure of knowing [Student's Name] for [duration] and have always been impressed by their [describe qualities, e.g., kindness, respectfulness, work ethic].

[Student's Name] consistently demonstrates a positive attitude, and their willingness to help others has not gone unnoticed. For example, I have seen them [give a specific example of the student's actions, such as helping younger children or volunteering in the community].

It is clear that [Student's Name] possesses the qualities that would make them a valuable member of the [School Name] community. I wholeheartedly recommend them for admission and am confident that they will contribute positively to the school's environment.

Thank you for considering my reference. Should you require any further information, please feel free to reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]