

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for my neighbor, [Neighbor's Name], who is applying for a volunteer position at [Organization's Name]. I have had the pleasure of knowing [Neighbor's Name] for [duration] and can confidently attest to their character and dedication to community service.

During our time as neighbors, I have observed [Neighbor's Name] actively participate in various community initiatives, demonstrating a strong commitment to helping others. They are not only reliable and hardworking, but they also possess a genuine compassion for those in need.

In addition, [Neighbor's Name] is a great communicator and works well with others, making them a valuable asset to any team. I believe their skills and positive attitude would greatly benefit your organization and the individuals you serve.

I wholeheartedly recommend [Neighbor's Name] for the volunteer position, and I am confident they will make a meaningful contribution to your organization. Please feel free to contact me if you require any further information.

Thank you for considering this character reference.

Sincerely,

[Your Name]