

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Name of the person you are referencing]. I have known [him/her/them] for [duration of time] in the capacity of [your relationship to the person].

During our time together, I have been consistently impressed with [his/her/their] [mention specific qualities, traits, or skills]. [Provide an example or anecdote to illustrate these qualities].

[Name] has shown [his/her/their] ability to [specific skills or accomplishments], which I believe will be beneficial in [context or situation]. [He/She/They] is [positive adjective] and [another positive trait], and I am confident that [he/she/they] will [positive outcome or contribution].

I highly recommend [Name] for [specific opportunity, job, program, etc.], as I believe [he/she/they] will bring [mention qualities or skills relevant to the opportunity].

Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]