

[Your Name]  
[Your Position]  
[Your Department/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Institution/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
I am writing to provide a character reference for [Applicant's Name], who has been a [student/colleague] of mine at [Institution/Organization] for [duration]. During this time, I have had the pleasure of observing [his/her/their] growth and development in [specific areas, e.g., academic performance, research skills, leadership abilities].

[Paragraph about the applicant's strengths, contributions, and character traits. Include specific examples of accomplishments or experiences relevant to the context of the reference.]

[Paragraph about any notable projects, roles, or responsibilities that highlight the applicant's skills and character.]

I have no doubt that [Applicant's Name] will bring [his/her/their] exceptional abilities and dedication to [specific program or opportunity]. [He/She/They] is an outstanding individual who exemplifies [specific qualities such as integrity, resilience, teamwork, etc.]. Should you require any further information or specific examples regarding [Applicant's Name]'s qualifications, please feel free to contact me at [your email] or [your phone number].

Thank you for considering this reference. I wholeheartedly support [Applicant's Name]'s application and believe [he/she/they] will make a significant positive impact.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Institution/Organization]