

****Character Reference Template for Employment****

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to provide a character reference for [Candidate's Name]. I have known [him/her/them] for [duration] and can confidently vouch for [his/her/their] character and work ethic. [Describe relationship, e.g., as a colleague, friend, etc.].

Throughout the time I've known [Candidate's Name], [he/she/they] has demonstrated [specific qualities or skills, e.g., reliability, teamwork, leadership]. [Provide specific example or anecdote].

I believe [Candidate's Name] would be an excellent fit for your team at [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require further information.

Sincerely,
[Your Name]

****Character Reference Template for Court****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Judge's Name]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Re: Character Reference for [Defendant's Name]

Dear [Judge's Name],

I am writing to provide a character reference for [Defendant's Name], whom I have known for [duration]. During this time, I have come to know [him/her/them] as a person of integrity and good character.

[Describe your relationship with the defendant and detail positive attributes, behaviors, or incidents that support their good character.]

I respectfully urge the court to take this into consideration. Thank you for your attention to this matter.

Sincerely,
[Your Name]

****Character Reference Template for Academic Purposes****

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

[Date]

[Admissions Office/Committee Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am pleased to write this character reference for [Student's Name], who I have had the pleasure of teaching in [Course/Program] for [duration].

[Describe your relationship with the student and any relevant skills, achievements, and character traits that would advocate for their admission.]

I wholeheartedly endorse [Student's Name] for [specific program or scholarship] and am confident that [he/she/they] will excel. If you need further details, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email].

Best regards,

[Your Name]

****Character Reference Template for Volunteer Work****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Volunteer Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Volunteer Coordinator's Name],

I am writing to provide a character reference for [Volunteer's Name], who I have known for [duration] in the capacity of [relationship, e.g., fellow volunteer, supervisor].

[Highlight the volunteer's qualities, commitment, and specific contributions to the organization/examples of their impact.]

[Volunteer's Name] would be a tremendous asset to any organization, and I fully support [his/her/their] future endeavors. If further information is required, please feel free to contact me.

Sincerely,

[Your Name]