

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to provide a character reference for [Candidate's Name], who is applying for the position of [Job Title] at [Company Name].

I have known [Candidate's Name] for [Duration] in my capacity as [Your Relationship to Candidate] and can confidently speak to their [Key Qualities/Skills].

During our time together, I have observed [Candidate's Name] demonstrate [Specific Examples of Skills/Traits]. Their ability to [Additional Relevant Qualities] makes them an asset to any team.

I believe they would excel in the role of [Job Title] and contribute positively to [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]
[Your Job Title/Occupation, if relevant]