

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for my friend, [Friend's Name]. I have known [him/her/them] for [number] years, and during this time, I have had the pleasure of witnessing [his/her/their] qualities and character firsthand.

[Describe how you met and your relationship with the person.]

Throughout our friendship, [Friend's Name] has consistently demonstrated [mention specific qualities such as honesty, kindness, reliability, etc.]. For example, [provide a specific instance or anecdote that illustrates these qualities].

[Friend's Name] is also [mention any relevant skills, traits, or accomplishments]. These attributes make [him/her/them] an exceptional person and someone I wholeheartedly endorse.

I am confident that [Friend's Name] will be an asset in any situation. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my reference.

Sincerely,
[Your Name]