

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

Dear [Recipient Name],

I am writing to provide a character reference for [Partner's Name], who is seeking a business partnership with your company. I have had the pleasure of knowing [Partner's Name] for [duration] in [context of your relationship].

During this time, I have been consistently impressed by [his/her/their] [qualities/attributes such as integrity, work ethic, leadership skills, etc.]. [He/She/They] has demonstrated [specific examples of their abilities and contributions that highlight their suitability for the partnership].

[Partner's Name] has a proven track record of [describe relevant experience or accomplishments]. [He/She/They] is not only dedicated to [his/her/their] work but also [describe interpersonal skills or team-oriented qualities].

I believe that [Partner's Name] would bring significant value to your organization, and I wholeheartedly recommend [him/her/them] as a trustworthy and capable partner. Should you have any further questions, please do not hesitate to contact me.

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title]
[Your Company]