

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

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position/Relationship to the Student] to provide a character reference for [Student's Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher, coach, mentor, etc.], and I believe I am well-qualified to speak to [his/her/their] character and abilities. Throughout our time together, [Student's Name] has consistently exhibited [mention specific qualities or traits, e.g., leadership, dedication, responsibility]. One instance that stands out was when [provide a specific example or story that showcases the student's character]. In addition to [his/her/their] academic excellence, [Student's Name] also participates in [mention extracurricular activities, volunteer work, etc.], demonstrating a commitment to [something meaningful, e.g., community service, teamwork].

I am confident that [Student's Name] will bring the same level of enthusiasm and dedication to [the opportunity, program, school's name] as [he/she/they] have shown in our interactions. I wholeheartedly recommend [him/her/them] for [specific position, program, opportunity] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require additional information.

Sincerely,

[Your Name]  
[Your Position/Relationship to the Student]  
[Your Institution/Organization]