

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name] in support of their application for [specific professional license] with [Organization/Board Name]. I have known [Applicant's Name] for [duration of time] and can confidently speak to their character, work ethic, and professional capabilities.

During our time together at [context of your relationship, e.g., workplace, school, etc.], I have observed [Applicant's Name] consistently display qualities such as [list specific qualities: integrity, professionalism, dedication, etc.]. [Provide a brief anecdote or example that illustrates these qualities].

I believe that [Applicant's Name] possesses the necessary skills and moral compass required for this profession. They are not only committed to excellence in their work but also show a genuine concern for their clients and colleagues.

I wholeheartedly endorse [Applicant's Name] for [specific professional license] and have no doubt they will be an asset to [profession/industry]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this reference.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]