

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to provide a character reference for [Name of the Person You
Are Referring]. I have known [him/her/them] for [duration] and have had
the pleasure of witnessing [his/her/their] [positive qualities/character
traits].
In my experience, [Name] is [describe qualities - e.g., reliable,
hardworking, honest]. [Provide specific examples or anecdotes that
illustrate these qualities].
[Discuss any relevant experiences or interactions that showcase the
individual's character].
I believe that [Name] would be a valuable asset to [specific situation,
job, or opportunity]. I wholeheartedly recommend [him/her/them] without
reservation.
Thank you for considering this reference. Should you require any further
information, please do not hesitate to contact me.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]