

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

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

Dear [Recipient's Name],

I am writing to provide a personal character reference for [Person's Name]. I have known [him/her/them] for [duration of time] and during this time, I have been consistently impressed with [his/her/their] [mention qualities or skills, e.g., integrity, commitment, work ethic].

[Provide a specific example or story that illustrates these qualities.]

[Person's Name] has also demonstrated [mention any relevant achievements, volunteer work, or contributions]. [He/She/They] has [explain how their character and qualities positively impact those around them].

I wholeheartedly recommend [Person's Name] for [specific purpose, e.g., a job, scholarship, etc.]. I am confident that [he/she/they] will bring the same dedication and positive attitude to this opportunity as [he/she/they] has in other areas of [his/her/their] life.

If you have any further questions, please feel free to contact me at [your phone number] or [your email].

Sincerely,
[Your Name]