

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Person's Name], who I have known for [duration] in my capacity as [Your Relationship to the Person, e.g., supervisor, colleague, etc.].

[Paragraph 1: Introduction - Briefly introduce the individual, your relationship, and the context in which you know them.]

[Paragraph 2: Attributes - Highlight the individual's skills, qualities, and accomplishments, providing specific examples where possible.]

[Paragraph 3: Conclusion - Summarize your recommendation and express your confidence in the individual's abilities.]

Please feel free to contact me at [your phone number] or [your email address] should you require further information or clarification.

Sincerely,

[Your Name]
[Your Title/Position]