

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Name of the Person You're Referring]. I have known [him/her/them] for [duration] and during this time, [he/she/they] has demonstrated [mention positive qualities or traits: responsibility, integrity, etc.].

[Provide a specific example or anecdote that highlights these traits.]

I firmly believe that [Name] will be a valuable [addition/asset] to [the opportunity or position being applied for]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Name]