

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

[Recipient's Name]  
[Department Name]  
D.C. Police Department  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name], who is applying for a position within the D.C. Police Department. I have known [him/her/them] for [length of time] and have always found [him/her/them] to be a person of integrity, dedication, and responsibility.

Throughout our time together, [Applicant's Name] has demonstrated exceptional qualities that I believe would make [him/her/them] an outstanding member of your team. [He/She/They] have consistently shown a strong commitment to [specific example of community service, volunteer work, or leadership experience], which reflects [his/her/their] dedication to serving the community.

[Include additional specific examples that highlight the applicant's character, work ethic, or relevant skills that would benefit the police department.]

I am confident that [Applicant's Name] possesses the qualities necessary to excel in a law enforcement role, including [list relevant traits such as strong communication skills, problem-solving abilities, and a sense of justice]. I wholeheartedly recommend [him/her/them] for a position in the D.C. Police Department.

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

Sincerely,

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