

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

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

Dear [Recipient's Name],

I am writing this letter to serve as a character reference for [Individual's Name] in relation to [specific situation, e.g., court case, job application]. I have known [him/her/them] for [duration of time] and can attest to [his/her/their] character and integrity.

Throughout the time I have known [Individual's Name], [he/she/they] has consistently demonstrated [qualities such as honesty, responsibility, dedication, etc.]. I have witnessed [specific examples or stories that illustrate these qualities].

[Individual's Name] is not only a [positive adjective, e.g., hardworking] individual but also someone who [mention any relevant contributions to community, family, or profession]. [He/She/They] has always shown [his/her/their] commitment to [specific values or causes].

In conclusion, I wholeheartedly support [Individual's Name] and believe that [he/she/they] deserves [positive outcome, e.g., leniency, the position, etc.]. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Title/Position if applicable]