

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

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Name of the individual]. I have known [him/her/them] for [duration of your relationship] in the capacity of [your relationship, e.g., friend, colleague, etc.].

Throughout the time I have known [Name], [he/she/they] has consistently demonstrated qualities that reflect a good character, including [mention specific qualities such as integrity, responsibility, and kindness].

One instance that stands out was when [provide a specific example or story that illustrates their character]. This experience highlighted [his/her/their] ability to [mention relevant skills or traits].

I wholeheartedly support [Name] and believe [he/she/they] will continue to contribute positively to any environment [he/she/they] is a part of.

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]  
[Your Organization, if applicable]