

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

Dear [Recipient Name],

I am writing to verify the good conduct of [Individual's Name], who has been associated with [Your Organization/Institution] from [Start Date] to [End Date]. During this time, [he/she/they] has demonstrated exemplary behavior and integrity.

[Individual's Name] has consistently adhered to our organization's policies and has engaged positively with colleagues and peers.

[He/She/They] has shown responsibility, professionalism, and respect at all times.

This letter serves to affirm that [Individual's Name] maintains a record of good conduct and is considered a trustworthy individual by our standards.

If you require further information or have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization/Institution]