

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

Dear [Recipient Name],

Subject: Good Conduct Letter

I am writing this letter to formally attest to [Individual's Name]'s good conduct and character during their time at [Organization/Company Name].

[Individual's Name] has been associated with our organization since [start date] and has consistently exhibited exemplary behavior and professionalism. [He/She/They] has shown dedication, integrity, and respect for others in all interactions.

Throughout [his/her/their] time here, [Individual's Name] has [mention specific examples of contributions, responsibilities, or behavior that demonstrate good conduct].

It is without reservation that I recommend [Individual's Name] for [mention purpose, e.g., further studies, employment, etc.]. I am confident that [he/she/they] will continue to demonstrate the same level of good conduct and integrity in all future endeavors.

Should you require any further information or clarification, please do not hesitate 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]