

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

Dear [Recipient's Name],

I am writing to formally attest to the good conduct of [Individual's Name] during their time at [Organization/Company/School Name].

[Individual's Name] has exhibited [mention specific qualities such as integrity, responsibility, respectfulness, etc.]. Throughout their [duration of time] with us, they have consistently [provide examples of their positive behavior, contributions, and professionalism].

[Individual's Name]'s conduct has made a positive impact on our [team, organization, community, etc.], and I have no hesitation in recommending them as an individual of good character.

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

Thank you for considering this letter in support of [Individual's Name].

Sincerely,

[Your Name]
[Your Title/Position]
[Organization/Company Name]