

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a character reference for [Technician's Name], who has worked with me for [duration] as an HVAC technician. During this time, I have had the opportunity to observe [his/her/their] work ethic, technical skills, and interpersonal abilities.

[Technician's Name] has consistently demonstrated a high level of professionalism and expertise in [specific skills or tasks relevant to HVAC, such as installation, maintenance, or repair]. [He/She/They] takes pride in [his/her/their] work and always ensures that each job is completed to the highest standards.

In addition to [his/her/their] technical capabilities, [Technician's Name] has excellent communication skills. [He/She/They] is able to explain complex concepts clearly to clients and is always willing to answer questions or provide guidance. [His/Her/Their] ability to work well with others, including team members and clients, makes [him/her/them] an asset to any organization.

I truly believe that [Technician's Name] would be a valuable addition to your team. [His/Her/Their] dedication, skills, and positive attitude are commendable. I highly recommend [him/her/them] without reservation.

If you would like to discuss [Technician's Name] further, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position/Relationship to Technician]