

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Person's Name]. I have known [him/her/them] for [duration] and have had the opportunity to observe [his/her/their] character and actions in various situations.

[Insert specific example of a positive quality or experience you have had with the person.]

[Continue with additional examples or anecdotes that highlight the person's character traits, work ethic, community involvement, etc.]

In conclusion, I wholeheartedly recommend [Person's Name] for [specific position, program, or purpose]. I believe that [he/she/they] will be a valuable asset and contribute positively to [the organization or community].

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

Sincerely,
[Your Name]