

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name]. I have known [him/her/them] for [duration] in my capacity as [your relationship to the applicant, e.g., teacher, employer, friend]. During the time that I have known [Applicant's Name], I have observed [his/her/their] qualities including [list a few positive traits, e.g., integrity, responsibility, empathy]. [He/She/They] consistently demonstrate[s] [specific examples of these traits in action].

[Optional: Include a specific anecdote that illustrates the applicant's character and contributions].

I firmly believe that [Applicant's Name] would be a great addition to [specific context, e.g., a job position, a program]. [He/She/They] possess[es] the skills and attributes necessary to excel, and I wholeheartedly support [his/her/their] application.

If you have any questions or need further information, please 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/Relationship to Applicant]