

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

Dear [Recipient Name or "To Whom It May Concern"],
I am writing to you in my capacity as [Your Relationship to the Student,
e.g., teacher, mentor, etc.] to provide a character reference for
[Student's Name], who is a student at [Name of School/Institution] in
KwaZulu-Natal.

I have had the pleasure of knowing [Student's Name] for [Duration] and
have observed their exceptional qualities which I believe will be
beneficial as they [state purpose: apply for a program, scholarship,
etc.]. [He/She/They] exemplifies [positive traits, e.g., dedication,
integrity, leadership skills, etc.], and consistently demonstrates
[specific examples].

[Student's Name] has made a significant impact in [mention any
extracurricular activities, volunteer work, or roles], showing
[his/her/their] commitment to both personal growth and community
involvement.

I wholeheartedly recommend [Student's Name] for [specific opportunity]
and trust that [he/she/they] will bring the same enthusiasm and diligence
that they have shown during my time working with them.

If you require any further information, please do not hesitate to contact
me.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title, if applicable]
[Your Institution/Organization]