

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Name of the Individual], whom I have known for [duration of acquaintance] in my capacity as [Your Relationship to the Individual]. During this time, I have had the opportunity to observe [his/her/their] character and capabilities.

[Provide specific examples of the individual's qualities, skills, and contributions. Mention instances that highlight their integrity, work ethic, or other relevant traits.]

I firmly believe that [Name of the Individual] would be an asset to [the position, organization, or purpose for which the reference is being provided]. I have no doubt that [he/she/they] will approach every challenge with diligence and commitment.

If you have any further questions or require additional 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]