

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

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

Dear [Recipient's Name],

I am writing to provide a personal character reference for [Person's Name]. I have known [him/her/them] for [duration of your relationship] and can confidently say that [he/she/they] is [positive traits/attributes].

During the time that I have known [Person's Name], I have observed [his/her/their] ability to [specific examples of qualities, skills, or experiences]. [He/She/They] has consistently demonstrated [relevant attributes], making [him/her/them] a person of high integrity and reliability.

One particular instance that showcases [his/her/their] character is when [describe a specific situation that illustrates positive traits]. This experience solidified my belief that [he/she/they] would excel in [describe context, e.g., a job, a role, etc.].

I wholeheartedly recommend [Person's Name] for [specific opportunity, position, etc.]. I am confident that [he/she/they] will bring the same dedication and enthusiasm that [he/she/they] has shown in our time together.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]