

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

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Student's Name]. I have known [him/her/them] for [duration] as [his/her/their] [teacher, mentor, etc.] at [School/Organization Name].

During this time, I have been consistently impressed by [his/her/their] [qualities/attributes, e.g., dedication, integrity, work ethic].

[Student's Name] has demonstrated [specific examples of their positive traits or achievements].

In addition to [his/her/their] academic accomplishments, [he/she/they] [mention any extracurricular activities, community service, or leadership roles]. [Student's Name] has shown [describe any relevant skills, e.g., teamwork, responsibility, creativity].

I wholeheartedly recommend [Student's Name] for [purpose, e.g., scholarship, position, program]. I am confident that [he/she/they] will excel and contribute positively.

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

Sincerely,

[Your Name]
[Your Title/Position]