

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to provide a character reference for [Individual's Name],
who is applying for [specific purpose, e.g., a job, a scholarship, etc.].
I have known [Individual's Name] for [duration of acquaintance] as [your
relationship, e.g., friend, co-worker, etc.].
[Paragraph discussing the individual's qualities, skills, and character
traits. Include specific examples that illustrate these attributes.]
[Paragraph about their achievements or contributions in a relevant
context. Mention any relevant experience or accomplishments.]
I wholeheartedly recommend [Individual's Name] without reservation. I am
confident that they will [mention anticipated outcomes or behaviors in
the new position or opportunity].
Thank you for considering this reference. If you need any further
information, please feel free to contact me.
Sincerely,
[Your Name]