

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Individual's Name]. I have known [him/her/them] for [length of time] and can confidently say that [he/she/they] is a person of integrity and strong moral character. During the time I have known [Individual's Name], [he/she/they] has demonstrated [specific traits or qualities, e.g., honesty, dedication, compassion]. One notable example of this is when [provide a specific example that highlights the individual's strengths].

[Individual's Name] is also skilled in [mention relevant skills or attributes related to the context, e.g., teamwork, leadership, responsibility]. [He/She/They] has a remarkable ability to [describe how these skills are evident in their behavior or actions].

I have no doubt that [Individual's Name] will bring these positive traits into any situation. I fully support [his/her/their] endeavors and trust [he/she/they] will excel in [context related to the request].

Please feel free to contact me if you need further information or specific examples of [Individual's Name]'s character and abilities.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Relationship to the Individual]