

[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 [XJR's Full Name]. I have known [him/her/them] for [number of years] years, as [describe your relationship: e.g., colleague, friend, mentor].

During this time, I have witnessed [XJR's Name] demonstrate exceptional qualities such as [list specific traits: responsibility, integrity, compassion]. [He/She/They] has consistently [provide an example of a relevant situation or achievement].

I believe [XJR's Name] would be a valuable asset in any situation due to [explain why you believe this]. [He/She/They] is a person of [mention qualities like honesty, reliability, etc.].

Should you require any further information, please do not hesitate to contact me.

Sincerely,
[Your Name]