

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

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

Dear [Recipient's Name],

I am writing to provide a character reference for [XJL's Full Name], whom I have known for [duration] in my capacity as [your relationship to XJL, e.g., friend, colleague, mentor].

During this time, I have had the opportunity to witness [XJL's Name] demonstrate qualities such as [list a few key traits, e.g., reliability, integrity, hard work]. For instance, [provide a specific example of a situation that showcases these qualities].

In addition to their personal attributes, [XJL's Name] has a variety of skills that make them an asset to any community or organization, including [list relevant skills or experiences].

I wholeheartedly recommend [XJL's Name] for [specific opportunity or purpose]. I believe they will excel and bring great value to [recipient's organization or purpose].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]