

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

[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I am writing to provide a character reference for [Student's Name], who is currently attending [School's Name]. I have known [Student's Name] for [duration] as [your relationship to the student, e.g., teacher, coach, family friend].

Throughout this time, I have observed [his/her/their] [qualities such as work ethic, responsibility, or leadership skills]. [Student's Name] has consistently demonstrated [specific examples of positive behavior or achievements].

[Optional paragraph with additional insights about the student's character or experiences, such as community service, teamwork, or personal challenges].

I believe that [Student's Name] would be a great candidate for [mention the specific program, position, or purpose of the reference] due to [his/her/their] [mention relevant skills or attributes].

Thank you for considering this reference. I am confident that [Student's Name] would be a positive addition to [school/program].

Sincerely,  
[Your Signature (if printed)]  
[Your Name]  
[Your Position/Relationship to Student]