

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

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Name of the Person You're Referring]. I have known [him/her/them] for [duration] and have had the pleasure of witnessing [his/her/their] growth and development during this time.

[Describe your relationship with the individual and any relevant experiences that highlight their character, skills, and strengths. Be specific about the qualities that make them a commendable individual.]
[Provide additional examples of the person's behavior or accomplishments that support your claims. This could include professional achievements, community involvement, or personal anecdotes that demonstrate positive traits.]

In conclusion, I highly recommend [Name of the Person You're Referring] as [a candidate for a specific role, a person of good character, etc.]. I am confident that [he/she/they] will bring [his/her/their] dedication, integrity, and passion to any opportunity that [he/she/they] pursues. Please feel free to contact me for any further information or clarification.

Sincerely,
[Your Name]