

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

Dear [Recipient's Name],

I am writing to provide a character reference for Yvonne [Last Name]. I have known Yvonne for [duration] years in my capacity as [Your Relationship to Yvonne, e.g., a friend, colleague, mentor] and have always been impressed by [his/her/their] [qualities, e.g., integrity, work ethic, compassion].

During our time together, I have observed [specific examples of their character or actions that illustrate their positive attributes]. Yvonne consistently [describe reliability, dedication, etc.], which makes [him/her/them] an asset in any situation.

Moreover, Yvonne's ability to [describe any relevant skills or traits, e.g., communicate effectively, lead a team, work collaboratively] is commendable. I have witnessed [him/her/them] [provide a specific example that supports this claim].

I strongly believe that Yvonne will [be successful in whatever endeavor they are pursuing, e.g., excel in the program, make a positive impact in the job, etc.]. [He/She/They] has my highest recommendation without any reservations.

Please feel free to contact me at [your phone number] or [your email] if you require any further information or specific examples of Yvonne's character and capabilities.

Sincerely,  
[Your Name]