

[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 [Full Name of the Person You Are Referring], who I have known for [duration of your relationship] as [describe your relationship, e.g., friend, colleague, neighbor].

During this time, I have had the opportunity to observe [his/her/their] character and work ethic closely. [He/She/They] consistently demonstrate qualities such as [mention specific qualities like honesty, integrity, reliability, etc.], which make [him/her/them] an exemplary individual. One particular instance that stands out to me is [provide a specific example or anecdote that illustrates the person's character]. This experience truly highlights [his/her/their] [specific trait or quality related to the anecdote].

I truly believe that [Name] would be an asset in any endeavor [he/she/they] chooses to pursue. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]