

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

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

In my interactions with [him/her/them], I have found [him/her/them] to be [positive traits: e.g., honest, responsible, hardworking]. [He/She/They] consistently demonstrates [specific example illustrating the positive qualities].

[He/She/They] is also [mention any relevant skills or contributions related to the context], which speaks volumes about [his/her/their] dedication and commitment.

I believe that [Name of the Person You Are Referring] would be an excellent [position, opportunity, or quality related to the recipient's needs]. [His/Her/Their] character, coupled with [his/her/their] abilities, makes [him/her/them] truly deserving of this opportunity.

Thank you for considering this reference. I am confident that [Name of the Person You Are Referring] will exceed your expectations. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,  
[Your Name]