

# Character Reference Letter Sample

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a character reference for **[Full Name]**, whom I have known for [number of years] as a [relationship – friend, colleague, neighbor, etc.]. During this time, I have had the opportunity to observe [his/her/their] character and professional attributes firsthand.

## Personal Skills Assessment

- **Reliability:** [Name] consistently demonstrates outstanding reliability. [He/She/They] can always be depended upon to fulfill commitments and responsibilities on time and with great attention to detail.
- **Communication:** [Name] communicates clearly and professionally in both written and verbal interactions. [He/She/They] listens attentively and responds thoughtfully, creating an atmosphere of trust and respect.
- **Teamwork:** [Name] excels in collaborative environments, working cooperatively with others to achieve shared goals. [He/She/They] values input from all team members and helps foster a positive, inclusive atmosphere.
- **Problem-Solving:** [Name] has a keen ability to identify issues and develop effective solutions. [He/She/They] approaches challenges with creativity and determination, often going above and beyond to support others.

In addition to these personal skills, [Name] conducts [himself/herself/themselves] with integrity, kindness, and respect for others. [His/Her/Their] ethical standards and sense of responsibility are beyond reproach.

I highly recommend [Name] for any opportunity that [he/she/they] may be seeking. I am confident that [he/she/they] will bring value and positive energy to any organization or community.

Please feel free to contact me at [your email or phone number] should you require any further information.

Sincerely,

[Your Name]

[Your Title or Relationship to Candidate]