

Personal Reference Letter Sample

To Whom It May Concern,

I am writing to provide a personal reference for **[Candidate's Full Name]**, with whom I have had the pleasure of knowing for the past **[number] years** as a **[describe your relationship, e.g., friend, mentor, neighbor, colleague, etc.]**. Our relationship began in **[year or context]**, and over the years, I have come to know **[Candidate's First Name]** as a person of exceptional character and integrity.

During the time I have known **[Candidate's First Name]**, I have witnessed firsthand their strong work ethic, reliability, and dedication to any task they undertake. Whether handling responsibilities at work, volunteering in the community, or supporting friends and family, **[Candidate's First Name]** always demonstrates compassion, thoughtfulness, and an unwavering sense of responsibility.

In addition to their admirable character, **[Candidate's First Name]** consistently exhibits excellent communication and problem-solving skills. Their positive attitude, honesty, and ability to connect with others make them well-suited for any opportunity they pursue.

I am confident that **[Candidate's Full Name]** will be a valuable asset to your organization/institution. Please feel free to contact me if you require any further information or clarification regarding our relationship or my endorsement.

Sincerely,

[Your Name]

[Your Relationship to Candidate]

[Your Contact Information]