

Character Reference Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Relation, if known]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to offer my wholehearted character reference for [Individual's Name]. I have had the pleasure of knowing [him/her/them] for [duration of relationship] through [context of relationship, e.g., work, community involvement, personal friendship], and during this time, I have been consistently impressed by [his/her/their] character, work ethic, and integrity.

From my firsthand experiences with [Individual's Name], I can attest to [his/her/their] remarkable qualities. One particular instance comes to mind: [Share a specific situation or anecdote that highlights a key positive trait. For example, "When our organization faced a challenging project deadline, [Name] volunteered to coordinate a group effort, ensuring that everyone felt included and motivated. [His/Her/Their] leadership and determination enabled us to deliver outstanding results ahead of schedule."]

Another example of [Individual's Name]'s outstanding character occurred when [describe a different situation or story, such as consistently helping others, demonstrating honesty, or showing resilience in adversity]. This experience not only highlighted [his/her/their] patience and empathy but also reinforced the trust and respect [he/she/they] inspires in those around [him/her/them].

[Individual's Name] is consistently [adjective: e.g., trustworthy, kind, reliable, responsible], and I have no doubt that [he/she/they] will bring the same positive qualities to any future endeavor. It is a privilege to know and work with someone of such high moral standing and dedication.

I enthusiastically recommend [Individual's Name] without any reservation. Please feel free to contact me at [your contact information] should you require further details about my experiences or wish to discuss [his/her/their] character further.

Sincerely,
[Your Name]