

Formal Recommendation Letter Template Including Character Reference

[Your Name]
[Your Title/Position]
[Your Organization/Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization/Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally recommend [Applicant Name] for [position, program, opportunity, etc.]. Having worked with [him/her/them] as [context of your relationship, e.g., supervisor, professor, colleague] at [organization or context], I am pleased to share my strong endorsement of [his/her/their] professional skills and character.

During [his/her/their] time at [organization/setting], [Applicant Name] consistently demonstrated exceptional competence and dedication. [He/She/They] excelled in [mention specific achievements, responsibilities, or skills], which contributed significantly to [team, department, project, etc.]. [Applicant Name] approaches challenges with determination and a positive attitude, displaying both initiative and reliability day after day.

In addition to [his/her/their] professional qualifications, I wish to highlight [Applicant Name]'s outstanding character. [He/She/They] is known among peers for [a few traits such as honesty, integrity, compassion, diligence], and always treats others with respect and empathy. [Applicant Name] embodies a strong work ethic and consistently goes above and beyond expectations, making [him/her/them] a pleasure to work with and a valued member of any team.

I am confident that [Applicant Name]'s blend of skills, professionalism, and personal integrity make [him/her/them] an excellent fit for [position, program, or opportunity]. I highly recommend [him/her/them] without reservation and am happy to provide further information if needed.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title/Position]