

# Reference Letter Template Including Moral Character Assessment

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend **[Full Name of the Individual]**, whom I have known for **[duration]** in my capacity as **[relationship, e.g., supervisor, teacher, colleague]** at **[Organization/Institution]**.

## Moral Character Assessment

During the time I have known [Name], I have found them to be a person of exceptional moral character. They consistently demonstrate the highest levels of honesty, integrity, and ethical behavior in all of their interactions. [Name] is trustworthy, responsible, and always strives to do what is right, even in challenging situations.

In addition to their strong ethical foundation, [Name] treats others with respect and compassion. They are considerate, fair, and empathetic, both in professional and personal settings. Their commitment to helping others and contributing positively to the community is evident through [specific examples of relevant actions, such as volunteering, mentorship, or acts of kindness].

[Name]'s sense of responsibility and accountability is further reflected in their consistent punctuality, reliability, and dedication to their commitments. They uphold confidentiality and maintain a high standard of conduct at all times.

## Overall Recommendation

Based on my experience working with [Name], I have no hesitation in recommending them for [purpose of the reference, e.g., employment, scholarship, adoption, etc.]. I am confident that [Name] will bring integrity, respect, and a strong moral compass to any endeavor they pursue.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Institution, if applicable]