

# Formal Letter with Reference Sample for Character Reference

A **formal letter with reference sample for character reference** provides a structured and professional way to endorse an individual's qualities, behavior, and reliability. This type of letter is commonly used in employment, academic, or legal contexts to vouch for a person's integrity and character. It typically includes the writer's contact information, a formal salutation, a clear statement of the relationship with the subject, specific examples of positive traits, and a courteous closing. Utilizing a well-crafted reference sample ensures clarity, credibility, and effectiveness in supporting the individual's application or request.

## Sample Formal Character Reference Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Title/Position]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to provide a character reference for **[Person Being Recommended]**, whom I have known for [duration] as [explain relationship, e.g., a colleague, a student, a neighbor].

During the time I have known [him/her/them], I have found [Person's First Name] to be honest, responsible, and consistently reliable. For example, [he/she/they] has demonstrated [mention specific positive traits or accomplishments, e.g., leadership skills, compassion, commitment to duties]. [He/She/They] is always willing to go the extra mile to help others and has shown a strong sense of integrity in all dealings.

Based on my positive experiences, I am confident that [Person Being Recommended] will be an asset in any environment that values character and commitment. I am happy to provide further information if required.

Sincerely,

[Your Name]