

Character Reference Letter Sample Stating Relationship with Applicant

A **character reference letter sample** stating the relationship with the applicant provides a detailed and honest account of the personal connection between the referee and the individual. This type of letter highlights the nature, duration, and context of their relationship, whether as a friend, colleague, neighbor, or mentor, offering insight into the applicant's character, behavior, and integrity from a trusted perspective. Such references are crucial in various evaluations, including job applications, tenancy agreements, or legal matters, where an objective testimonial about the applicant's personality and reliability is required.

Sample Character Reference Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name or "To Whom It May Concern"]
[Recipient's Organization or Address, if known]
Dear [Recipient Name or "Sir/Madam"],
I am writing to provide a character reference for [Applicant's Name], whom I have had the pleasure of knowing for [duration, e.g., "five years"]. Our relationship began when [b]. Throughout our acquaintance, I have found [Applicant's Name] to be [describe positive attributes and qualities, e.g., "honest, responsible, and considerate"]. One instance that Based on my experience, I am confident in endorsing [Applicant's Name] as a person of integrity and strong moral values. I believe [he/she/they] will positively contribute to [i]. Please feel free to contact me at [your phone number or email] if you require any additional information.
Sincerely,
[Your Name]