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Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Mrs./Dr., etc) Last Name:

I am writing this letter to provide a character reference for (insert applicant's name). I have worked with (insert full name) at (insert company name) for the last (insert number) (insert months or years). During the time I worked with (insert first name), I became very familiar with (insert his or her) personality and work ethic and am happy to share my impressions with you.

I have great respect for (insert first name) and feel that (insert he or she) would be an asset to any organization. (Insert a few positive, descriptive sentences about the person's behavior at work. Examples of things you might want to include are willingness to help co-workers, leadership traits, ability to work on a team, integrity, etc.)

I feel certain that the experience you have with (insert full name) will be similar to what I observed during the time we worked together. If I can be of further assistance, please let me know. You may reach me at (insert phone number) or (insert email address).

Sincerely,

Your Full Name, Your Title