

# Character Reference Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

**Subject: Character Reference for [Name of Person]**

**Dear [Recipient's Name],**

I am writing to provide a character reference for [Name of Person], whom I have had the pleasure of knowing for [number] years. During this time, I have observed [his/her/their] admirable qualities and strong moral character.

## Relationship Context

I have known [Name of Person] in the capacity of [describe your relationship, e.g., colleague, neighbor, friend]. Throughout this period, [he/she/they] have consistently displayed [positive traits such as integrity, reliability, kindness].

## Key Characteristics

- **Honesty and Integrity:** [Name of Person] is exceptionally honest and maintains high ethical standards in all [his/her/their] dealings.

- **Dependability:** [He/She/They] can always be counted on to follow through on commitments and responsibilities.
- **Empathy:** [Name of Person] shows genuine care and concern for others, often going out of [his/her/their] way to help those in need.

### **Illustrative Examples**

One memorable example of [Name of Person]'s character is when [describe a specific incident or situation that highlights their positive qualities]. This instance clearly demonstrated [his/her/their] ability to [specific qualities shown, e.g., resolve conflicts, provide support, take initiative].

### **Final Thoughts**

In summary, I highly recommend [Name of Person] for any role or position that requires a person of strong character and unwavering reliability. [He/She/They] are truly an asset to any community or organization.

Should you need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]