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]**