**Personal Reference Letter Template**

**horizontal line**

**[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**To Whom It May Concern,**

**I am writing to provide a personal reference for [Name of Person]. I have known [Name] for [number] years in my capacity as [your relationship, e.g., a friend, colleague, neighbor]. During this time, I have come to know [Name] as a [describe key attributes, e.g., trustworthy, dedicated, hardworking].**

**1. Character and Integrity**

* **[Name] has consistently demonstrated [positive quality], such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **I have observed [Name] handling situations like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**2. Skills and Abilities**

* **[Name] is particularly skilled in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **They have shown exceptional ability in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**3. Specific Examples**

* **One instance that stands out is when [Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **Another notable example is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**4. Conclusion**

* **I strongly recommend [Name] for [purpose, e.g., a position, admission, etc.].**
* **Please feel free to contact me at [Your Email/Phone Number] for any further information.**

**Sincerely,  
[Your Name]**