

# Personal Reference Letter Template

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[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]