

# Personal Reference Letter for Family Member

[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 my [relationship, e.g., son, daughter, cousin], [Family Member's Name]. I have known [Family Member's Name] for [number] years, and during this time, I have witnessed their growth and development into a remarkable individual.

## 1. Character and Integrity

- [Family Member's Name] is a person of great [positive trait, e.g., integrity, kindness, responsibility].
- They have consistently demonstrated [another positive trait] in situations such as \_\_\_\_\_.

## 2. Personal Achievements

- [Family Member's Name] has achieved \_\_\_\_\_, showcasing their [specific skill or quality].

- They have also excelled in \_\_\_\_\_.

### 3. Specific Instances

- One significant example of their character is when \_\_\_\_\_.
- Another instance that highlights their qualities is \_\_\_\_\_.

### 4. Conclusion

- I highly recommend [Family Member's Name] for [purpose, e.g., the program, the position].
- Should you require any additional information, please contact me at [Your Email/Phone Number].

Sincerely,

[Your Name]