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]**