Sample Character Reference Letter for a Friend

**[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 [Friend's Name]**

**Dear [Recipient's Name],**

**I am writing to provide a character reference for my dear friend, [Friend's Name]. I have known [Friend's Name] for over [number] years, and in that time, I have come to know [him/her/them] as a person of exceptional integrity, kindness, and reliability.**

**Our Relationship  
I met [Friend's Name] during [circumstance where you met], and we quickly became close friends due to our shared interests and values. Over the years, I have had the pleasure of witnessing [his/her/their] personal growth and development.**

**Character Attributes  
[Friend's Name] is one of the most trustworthy and honest individuals I know. [He/She/They] consistently demonstrate compassion and empathy, always willing to lend a helping hand to those in need. [His/Her/Their] commitment to ethical principles is unwavering, and [he/she/they] handle every situation with maturity and respect.**

**Specific Instances  
One particular instance that stands out is when [Friend's Name] [describe a specific example that highlights their character]. This situation truly showcased [his/her/their] ability to remain calm under pressure and act with genuine concern for others.**

**Conclusion  
In conclusion, I wholeheartedly recommend [Friend's Name] for any position or opportunity that requires a person of strong moral character and dependability. I am confident that [he/she/they] will continue to be a positive influence and a responsible member of any community.**

**Please feel free to contact me at [your phone number or email address] if you require any further information.**

**Sincerely,  
[Your Name]**