

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]