
Date

Recipient's Name (if known)

Recipient's Address (if needed)

Re: Character Reference Letter

To Whom It May Concern,

[Introduction: State your name, occupation, and the context in which you know the person you are writing for.]

[Body: Discuss your relationship with the person, their character traits, and provide examples or situations demonstrating their character.]

[Conclusion: Summarize your overall opinion and willingness to recommend them. Offer to provide further information if required.]

Sincerely,

Name

Contact Details