

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name (if known)]
[Recipient Title/Position (if known)]
[Company/Organization Name (if known)]
[Address]
[City, State ZIP Code]

Dear [Recipient Name or "To Whom It May Concern"],

I am writing to provide a character reference for **[Name of Person]**, whom I have known for [length of time] as a [your relationship, e.g., friend, neighbor, colleague].

During this time, I have found [him/her/them] to be [describe positive qualities: honest, reliable, hardworking, considerate, etc.]. [Give a brief example or anecdote that illustrates these qualities.]

Based on my experience, I am confident that [Name of Person] will be an asset wherever [he/she/they] goes. I highly recommend [him/her/them] for [purpose, e.g., employment, volunteer position, tenancy, etc.] and trust that [he/she/they] will exceed your expectations.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]