

CHARACTER REFERENCE LETTER

Date: _____ day of _____, 20____

FROM:

Referrer Name: _____

Relationship to Applicant: _____

Address: _____

City, State ZIP: _____

Phone: _____

Email: _____

TO:

Recipient Name/Department: _____

Organization: _____

Address: _____

City, State ZIP: _____

APPLICANT INFORMATION

Applicant's Full Name: _____

Purpose of Reference (e.g., Employment, Housing, Education):

Dear _____ ,

I am writing this letter to provide a character reference for

_____ (Applicant's Full Name). I have known

_____ for _____
years, and our relationship has been primarily as _____
(e.g., neighbor, colleague, friend, mentor).

During the time I have known _____, I have consistently
observed their strong character, integrity, and reliability. They consistently demonstrate a high
level of responsibility and a diligent approach to their commitments.

Specifically, I can attest to the following qualities:

Integrity: _____ consistently acts with honesty and strong
moral principles. I have always found them to be truthful and trustworthy in all their dealings.

Reliability: When _____ commits to something, they
follow through. They are dependable and can be counted on to meet their obligations and
responsibilities.

Work Ethic/Diligence: _____ approaches tasks with
dedication and a strong desire to achieve positive outcomes. They are proactive and willing to
put in the necessary effort.

Interpersonal Skills: _____ interacts respectfully and
positively with others. They are _____ (e.g., cooperative,
considerate, a good communicator).

I have no hesitation in recommending _____ for
_____ (Purpose of Reference). I am confident that their
personal qualities will be a valuable asset in any endeavor they pursue.

Please do not hesitate to contact me if you require any further information.

Sincerely,

(Referrer Name)