**TEMPLATE**

**CHARACTER WITNESS LETTER**

**(Date)**

To whom it may concern,  
Person's Full Name **(Person appearing)**

Dear Sir,  
  
I have known **(name)** for **(years)** as **(state relationship e.g., friend, business associate, etc.)**. I can vouch for him / her and say that he / she has been a person of morals and integrity over the time we have known each other.

I can further state that **(name)** has been immensely dedicated to his family and work, and a loving person towards friends too. He / She has been known to be helpful and charitable and is a much-loved person by all. For your information, I am **(state profession / position, and points to prove your own credibility)**.

Yours faithfully, **(Name)**