**LETTER TEMPLATE**

**CHARACTER REFERENCE LETTER FOR COURT**

**[Insert Date]**

**[Addressee Name]**

**[Company Name]**

**[Street Address]**

**[City, State Zip]**

Insert Greeting **(Mr./Ms./Mrs./Dr., etc)** Last Name:

I am writing this letter because **(insert full name)** asked me to provide a character reference on **(insert his or her)** behalf. I met **(insert him or her**) when we **(explain circumstances of how you met; examples may include things like lived in the same neighbourhood, went to school together, played sports together, did volunteer work together, etc).** I have known **(insert him or her)** for **(insert number)** **(insert years or months)**, so I feel qualified to speak on **(insert his or her)** behalf in terms of character.

Throughout the time that I have known **(insert first name),** I have formed a very positive opinion of **(insert him or her). (Insert first name)** has always been **(insert a few sentences describing positive traits you have seen in the person you are writing about; examples may include things like honest, helpful, intelligent, creative, success-oriented, considerate of others, etc.).**

Not only do I like **(insert first name),** I also respect **(insert him or her)** greatly. I felt honoured to be asked to provide this character reference and hope that the information I provided helps you understand what an outstanding individual **(insert full name)** really is. If I can be of further assistance, please call me at (insert phone number) or contact me by email at **(insert email address).**

Regards,

**[Insert Full Name]**