**Letter Template**

**Character Reference Letter**

To Whom It May Concern:

Hello, my name is {Sender Name}, and I am listed as a character reference on {Name’s} resume.

I thought I would beat you to the punch and provide you with my assessment of {Name’s} character before you called me to ask for it. That’s how strongly I feel about {Name} and {his/her} potential at {this job, college, etc.}.

I have known {Name} for {length of time}, as we {work together, are family friends, etc.}. In the time I have known {Name}, I have had the chance to witness many aspects of {his/her} personality and work ethic, all of which are extremely impressive.

{Name} is a person of good moral character, who cares about the people around {him/her} and makes sure {he/she} always strives to do the right thing in all situations. {He/she} is a tireless worker, dedicated to whatever job {he/she} is doing at the time, and always thinking about the next step.

{Name} is honest, kind, and has a great deal of integrity. Those personality traits, combined with {his/her} ability to work independently and efficiently, will make {him/her} an excellent addition to{place of employment, college, etc.}.

Please contact me if you have any further questions.

Sincerely,

{Sender}