**Letter Template**

**Character Reference Letter**

Date

The Admissions Head

Jose Maria College

Phil-Japan Friendship Highway

Sesa, Davao City

To Whom It May Concern:

I am writing in reference about\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and his/her application Last Name: \_\_\_\_\_\_\_First Name: \_\_\_\_\_\_\_\_\_Middle Name: \_\_\_\_\_\_\_\_\_\_ for enrolment at Jose Maria College for the \_\_\_\_\_\_\_\_\_ Semester of AY 20XX-20XX. I have known him/her for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years as his/her \_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., teacher, employer, family friend etc.) I found him/her to be\_\_\_\_\_\_\_ (e.g., personal qualities, character, values, etc.). I would recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for enrolment because\_\_\_\_\_\_\_\_ (reason). If you require any other additional information, please feel free to contact me at\_\_\_\_\_\_\_\_\_\_\_\_ (phone number) and time when to call this number.

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Personal Signature of the person writing this letter)

**\*\*\*Please place this Character Reference Letter in a sealed envelope and write your signature on the flap.****\*\*\***