**CHARACTER REFERENCE LETTER FORMAT**

**(Date)**

To whom it may concern **(or Your Honour, or as advised by legal team)**

**Person's Full Name (heading)**

I have known **(name)** for **(number)** years as **(state relationship - business associate, staff member, socially, etc)**.

I can confirm that he is a man of great integrity, is extremely dedicated to his family and work, and is entirely peace-loving. **(substitute character descriptions as applicable)**.

Furthermore, **(add further character descriptions and/or examples of the person's behavior and/or history supporting the above testimonial.)**

For your information, I am **(personal statement building your own credibility - details of the position held and any other details that help build your own credibility, particularly any experience in judging the characteristics or behavior referenced above).**

Yours faithfully

Name   
Position **(if applicable)**