**Email Template**

**Character Reference Letter Template**

(Company Name)  
(Street Address)  
(City, State, Zip Code)

Dear Sir/Madam

I am very pleased to write a character reference letter for (person whom you are referring to). I have had the pleasure of knowing for about He has been a close friend of my sister since they were in colleges. I have witnessed him growing as a smart, talented and a responsible person. (Person whom you are referring to) have always displayed high degree of integrity, responsibility and ambitious in many of the aspects.

He is more mature than his years, expressed many of his innovative ideas during the university projects. He has more qualities of a leader than being a follower who I explored in many of his group projects along with my sister. A skilled leader who always maintained his professionalism.

has excellent communication skills. Furthermore, he has a great ability to interact effectively and efficiently with his teammates and ensure that the project is getting done. He was always a topper in the class. In addition to his studies, he was able to hold two part-time jobs during his academics. So, I believe he would be more suitable for any position and be a tremendous asset to your company.

I highly recommend (person whom you are referring to) for any position or job that he chooses to pursue in your company. I am sure that he will grow even more and do a great job for your company.

Wishing you all the best!

Sincerely,  
(Sender’s Name)  
(Sender’s Title)