

[Referee’s Name]

[Referee’s Job Title]

[Company Name]

[Date]

To whom it may concern,

I am writing this letter on behalf of [person’s full name], whom I have known for [number of years/months] as a [relationship to the person, for example friend, colleague, neighbour, or family member]. I believe my insight into [person’s full name]’s character and personal qualities makes me well-suited to provide this reference for [reason for reference].

During the time I have known [person’s full name], they have consistently demonstrated qualities such as [list their positive qualities].

For example, [describe a situation where the person displayed one or more of these qualities, including the context, their actions, and the outcome]. As you can see, this highlights [person’s full name]’s commitment to [the specific quality or value mentioned].

Based on my personal experience with [person’s full name], I can confidently say that [he/she/they] are/will [link the example to the reason for the letter].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification or insights into [person’s full name]’s character.

Thank you for considering my character reference for [person’s full name]. I wholeheartedly endorse them.

Sincerely,

[Your name]



Graphical user interface, application

Description automatically generated with medium confidence