

## Character Reference Letter

[Name of Sender]  
[Address]  
City, State, Zip code  
[Contact Information]

[Date]

To whom it may concern:

This letter of recommendation is for [Name of Referred Person] for any position [he/she] may apply. I have known [Name of Referred Person] for over [number] years. [He/She] was always a generous and sincere person who through the years has grown to be mature, responsible, and driven.

[Name of Referred Person] is a gifted leader of men. [He/She] is naturally looked up to and respected for [his/her] good time management and organizational skills. [He/She] works well in a team and in leading the team. [He/She] is in fact been a good resource person for any difficult cases and incidents that boggle even the best of us.

Yours sincerely,  
[Name of Sender]  
[Role or Position]  
[Name of Company]  
[Address]  
[Contact Information]