

Character Reference Letter

Date

To whom it may concern

I confirm that I have known (name) for (number) years.

(State relationship - social, business, working together in some other capacity, club, activity, project, etc.)

At all times I have found (name/him/her) to be (state characteristics - eg, dependable, reliable, hard-working, conscientious, honest, peace-loving, courteous, etc - to be as helpful as possible think about what the reader will most prefer to see, in terms of satisfying concerns, or seeing evidence of relevant required skills or characteristics).

I'm happy to provide further information if required.
(optional)

Yours faithfully, etc.