

Character Letter for Moral

From,
[Sender's Name]
[Designation]
[Address]
[Contact Number]
[Email ID]

Date: __/__/____

To,
[Name Of The Recipient]
[Designation]
[Address]

Respected [Recipient's Name],

I am very pleased to write this reference letter for [Referred Person's Name] whom I have known for [Duration] as my [Employee/Colleague/Friend]. And during the time I've known him/her, he/she has been very helpful and kind to me. I remember working with him/her. And he/she was very enthusiastic about the project from the start, which was very inspiring. A good and down-to-earth attitude towards everything he/she does is something that not everyone can have in these stressful times.

With his/her presence and inspiration, we were not only able to finish our project on time but also had fun with it. I also came to know about his family members who are equally open-hearted and grounded as him/her.

Therefore, I can vouch for his good character and strongly believe that he/she will be a good fit for any organization.

And for any further queries feel free to contact me.

Thanks for your time and patience.

Sincerely,

[Sender's Signature]
[Sender's Name]