

# Character Reference Letter

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[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Re: Character Reference for [Friend's Name]

Dear [Hiring Manager's Name],

I am writing to highly recommend my friend, [Friend's Name], for the [position] at your company. I have known [Friend's Name] for [number of years] years, and during this time, I have seen [him/her/them] consistently demonstrate qualities of integrity, reliability, and professionalism.

[Friend's Name] is an incredibly hardworking and dedicated individual who approaches every task with enthusiasm and a strong work ethic. [He/She/They] are detail-oriented, organized, and have excellent problem-solving skills, making [him/her/them] an asset in any work environment. Whether managing projects or collaborating in a team setting, [Friend's Name] shows exceptional communication and interpersonal skills, ensuring smooth and efficient outcomes.

In addition to [his/her/their] professional skills, [Friend's Name] is a person of outstanding character. [He/She/They] are honest, respectful, and always willing to lend a helping hand. [Friend's Name] is known for [his/her/their] positive attitude and ability to remain calm under pressure, which has earned [him/her/them] the respect of peers and colleagues alike.

I am confident that [Friend's Name] would be a great fit for your team and would bring valuable contributions to your company. [He/She/They] are dedicated, responsible, and have the determination to excel in [his/her/their] role.

Thank you for considering [Friend's Name] for this opportunity. Please feel free to contact me if you require any further information.

Sincerely,  
[Your Name]  
[Your Contact Information]