

# Character Reference Letter

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[Date]

To Whom It May Concern,

I am honored to provide this character reference for [Service Member's Full Name], who has served under my command in [Unit/Branch] for [duration]. During this time, I have observed [his/her/their] unwavering dedication, integrity, and commitment to duty.

[Service Member's Name] exemplifies the core values of the military: honor, courage, and commitment. [He/She/They] consistently perform[s] [his/her/their] duties with exceptional skill, discipline, and a strong sense of responsibility. [He/She/They] are respected by peers and superiors alike for [his/her/their] leadership, reliability, and positive attitude. For example, [briefly mention a specific instance, such as, "during a high-pressure operation, [Service Member's Name] displayed outstanding leadership and decisiveness, ensuring mission success."]

Beyond [his/her/their] professional accomplishments, [Service Member's Name] is a person of strong moral character. [He/She/They] exhibit[s] empathy, respect, and support for fellow service members, making [him/her/them] an invaluable asset to our unit.

I confidently recommend [Service Member's Name] for any role or consideration [he/she/they] may pursue. [His/Her/Their] exemplary character and dedication will undoubtedly continue to serve [him/her/them] well.

For further information, please contact me at [your phone number] or [your email address].

Respectfully,

[Your Signature]  
[Your Printed Name]  
[Your Rank/Position]  
[Unit or Organization]