[Your Name]  
[Your Title/Position (if applicable)]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing this character reference letter on behalf of [Individual's Name]. I have had the privilege of knowing [Individual's Name] for the past [number of years], during which time I have had the opportunity to witness their outstanding character and personal qualities.

[Individual's Name] is a person of exceptional integrity, honesty, and reliability. They consistently display kindness, empathy, and a willingness to help others in both personal and professional settings. [Provide specific examples of the individual's character traits and actions.]

In addition to their admirable character, [Individual's Name] possesses strong communication skills, a positive attitude, and an unwavering commitment to their responsibilities and commitments. They have consistently demonstrated the ability to [mention any relevant qualities or actions].

I wholeheartedly endorse [Individual's Name] as a person of outstanding character and integrity. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information or have any questions.

Thank you for considering this character reference for [Individual's Name]. I have no doubt that they will continue to be a positive influence in any context.

Sincerely,

[Your Name]