

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Reference – Character Reference – From a Friend

Dear :

I am writing on behalf of {Name}. I have had the pleasure of knowing {Name} for 4 years and counting. I have enjoyed getting to know {Name} and being able to acknowledge her as my friend. She is one of the most admirable individuals that I know. The traits of honesty, well-groundedness, responsibility, and strength best describe {Name}. She is the most honest person that I know and has a gift for being tactful with her honesty. She is also a very well grounded person. She holds fast to her morals, yet keeps an open mind to other's opinions. She has always proven to be a responsible person that keeps to her word.

I would highly recommend {Name} for { }. If you have questions, please do not hesitate to contact me regarding {Name}.

Sincerely,

N A M E