

# Character Reference Short Recommendation Letter for Student

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[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this character reference for [Student's Name], who has been a remarkable student in my [class/role] over the past [duration]. During this time, I have been consistently impressed by [Student's Name]'s dedication, integrity, and kindness.

Academically, [Student's Name] is outstanding, consistently performing at a high level and demonstrating a genuine passion for learning. Beyond academics, [he/she/they] have shown strong leadership skills in [specific activities or roles], where [he/she/they] [describe a specific leadership activity].

Moreover, [Student's Name] is deeply committed to service, regularly volunteering for [specific community service or organization], and showing compassion and empathy in every interaction. One particular instance that highlights [his/her/their] character is when [describe a brief specific example of their character].

In summary, [Student's Name] is a well-rounded individual with a strong moral compass and a bright future ahead. I wholeheartedly recommend [him/her/them] for [specific purpose or position].

Thank you for considering [Student's Name].

Sincerely,

[Your Name]  
[Your Position]  
[School Name]