### **Personal Character Reference Letter of Recommendation**

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Court Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Friend's Name], whom I have known for [number of years] years as a [relationship to you, e.g., friend, colleague]. During this time, I have been continually impressed by [his/her/their] integrity, reliability, and kindness.

[Friend's Name] consistently demonstrates honesty and strong moral values. For example, [provide a brief specific example, such as: "he/she/they once went out of their way to help a neighbor in need, showing their selflessness and dedication to helping others"]. These actions reflect [his/her/their] true character and commitment to doing the right thing.

Additionally, [Friend's Name] is deeply involved in our community, regularly participating in [specific activities, e.g., volunteer work, community events], and always strives to make a positive impact. [He/She/They] have shown exceptional responsibility and ethical behavior in all situations.

In summary, I highly recommend [Friend's Name] for any opportunity or position they are seeking. [He/She/They] are a person of outstanding character and would be an asset to any organization.

Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]  
[Your Relationship to Friend]  
[Your Contact Information]