

Personal Character Reference Letter of Recommendation

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

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization/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]