[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REFERENCE LETTER FOR [NAME]**

Dear [CONTACT NAME],

It gives me great pleasure to write this character reference letter for [NAME].

I have known [NAME] since the age of [AGE] and I have had the privilege of watching [HER/HIM] grow and mature into a reliable and mature young adult. [HE/SHE] is trustworthy and a hard worker who is always cheerful and dependable.

[HE/SHE] would be a great asset to any company that chooses to hire [HIM/HER].

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]