TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Character Reference Letter

Dear **[Name],**

I’m writing to share with you my whole-hearted endorsement of **[Name]**. I’ve known her for over several years as she’s been a parent volunteer with me at the school where both of our children attend.

**[Name]**  is dependable, and always willing to step up and help others. Any time we needed flyers or help with our PTA newsletter, **[Name]**  has come through.

**[Name]**  overall friendly demeanor and positive attitude is contagious. She’s always willing to help, whether it’s providing tech support or creating a fun graphic to help promote our events on Facebook.

All in all, **[Name]**  is someone that would be valuable on any team. She is not only self-motivated and friendly, but also highly skilled.

Even though she has a lot going on, she’s always happy to take the time to show up or respond.

Feel free to reach out with any questions.

Best regards

**[Signature]**