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 have known **[Name]**  Candidate for over several years. As his school principal I have followed his progress with interest and come to know the many positive qualities that define **[Name]**.

He is a motivated and hard-working young man who has achieved well at school. His commitment and dedication were evident in his involvement in several extracurricular activities. As a valued member of the athletics team his determination was well recognized, and he was always prepared to put in the extra hours to ensure the success of the team.

In my personal interactions with **[Name]** , I have been impressed by his strong communication skills and his ability to establish a comfortable rapport with others. He comes across as confident and mature. His popularity among his peer group is testament to both his interpersonal skills and loyalty.

I am confident that **[Name]** skills and abilities would be an asset to any organization, and I highly recommend him for employment. Please contact me should you require any further information.

Sincerely  
  
**[Signature]**