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]** in a variety of capacities for many years. She has been my daughter's riding instructor for the past several years. In addition, she is my partner in a small business where she is responsible for writing and editing articles and website content.

**[Name]**  is efficient, detail-oriented, and extremely competent. She often successfully finishes a task well before the deadline. She is very organized and never misses a deadline or forgets an assignment.

**[Name]** also has an excellent rapport with people of all ages. She has taught riding to both young children and the elderly and to every age in between.

Her excellent communication skills allow her to connect with all kinds of people and inspire them to put forth their best effort.

In summary, I highly recommend **[Name]**  for any position or endeavor that she may seek to pursue. She will be an asset to any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely  
  
**[Signature]**