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]**  for the several years that her father has been my business partner. I have spent many hours in her company and have come to know **[Name]**  several fine qualities.

**[Name]** is an enthusiastic and helpful individual who displays a strong moral character.

Her involvement in the local community provides an excellent example of her commitment and dedication. I have enjoyed interesting conversations with **[Name]**  where her strong communication skills and attention to other people and current events were clear.

**[Name]** has helped in our office reception on occasion and her courteous and professional manner never failed to impress. She proved to be both willing and competent in this role. Her polite efficiency was commented on by several our colleagues.

It is with confidence that I recommend **[Name]** for employment. I have no doubt that she will prove an asset to any organization. If you have any questions, please do not hesitate to contact me.

Sincerely

**[Signature]**