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 am writing to recommend **[Name]**  for any position to which he might apply. I have had the pleasure of knowing **[Name]**  for the last decade. I became**[Name]**  youth soccer coach when he was eight years old, and he has since become my right-hand man on the field. **[Name]** was a sincere, kind, and generous kid. He has since grown into a mature, responsible young man.

**[Name]** has been volunteering as assistant coach for the past two years. He is excellent with the young players. He navigates their development, both in terms of practical skills and in terms of character, with the maturity of someone twice his age. He is fair, but also has high standards. He is the first to commend one of the boys for a job well done, and the first to reprimand poor behavior. Teasing among our players has stopped since they have had **[Name]** as a role model and leader.

Working with youth sports has also given **[Name]**  the opportunity to develop [customer service skills](https://theinterviewguys.com/how-to-answer-customer-service-interview-questions/). He has truly excelled. One parent arrived on the field scathing over his child being sat on the bench for the majority of the game and left ten minutes later apologizing. **[Name]**  has a way with people, and this shines through in all that he does.

**[Name]** would be an asset to any company and to any team. I highly recommend **[Name]**  Sterling for any position to which he might apply.

Regards,

**[Signature]**