TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** A Character Reference Letter

Hi **[Hiring Manager's Name]**,

I am writing this letter to provide a character reference for John Smith. I have known John for 10 years, in both a professional and personal capacity.

In all the time I have known John, I've always been impressed by his character. He is an honest and trustworthy person who always goes out of his way to help others succeed. He works in our tech department and I've seen him help members on our team solve complex IT issues. I have seen him work tirelessly on company projects and his work has resulted in countless improvements to our products. He always puts 110% into everything he does and it shows.

I believe that John would be an excellent fit for the job he is applying for. His character and work ethic are second to none and I am confident that he would excel in this role.

If you have any questions, please do not hesitate to contact me at **[Phone Number]** or **[Email Address]**

Sincerely,

**[Your Name]**