**EXAMPLE OF A CHARACTER REFERENCE LETTER**

To Whom it May Concern:

I am writing to recommend (Applicant) for a position with the Town of Smithtown. I have known (Applicant) since (he/she) was a child and (he/she) is a highly qualified candidate for a position in town government. (He/She) has lived in Smithtown for most of (his/her) life, (he/she) is involved in (his/her) local community, (his/her) church, and (his/her) children's schools.

(Applicant) has shown (his/her) commitment to the town as a Member of the Board of Appeals, and as an active participant in many community endeavors.

(Applicant) would be a tremendous asset to the town and I recommend (him/her) to you without reservation. If you have any questions, please do not hesitate to contact me.

Mary Smith

Supervisor