**Character Reference Letter Template**

*<Company Name>*  
*<Street Address>*  
*<City, State, Zip Code>*

*Dear Sir/Madam*

*I am very pleased to write a character reference letter for < person whom you are referring to>. I*  
*have had the pleasure of knowing for about He has been a close friend of my sister since they were in colleges. I have witnessed him growing as a smart, talented and a responsible person. < Person whom you are referring to> have always displayed high degree of integrity, responsibility and ambitious in many of the aspects.*

*He is more mature than his years, expressed many of his innovative ideas during the university projects. He has more qualities of a leader than being a follower which I explored in many of his group projects along with my sister. A skilled leader who always maintained his professionalism.*

*has excellent communication skills. Furthermore,he has a great ability to interact effectively and efficiently with his team mates and ensure that the project is getting done. He was always a topper in the class. In addition to his studies, he was able to hold two part-time jobs during the course of his academics. So I believe he would be more suitable for any position and be a tremendous asset to your company.*

*I highly recommend < person whom you are referring to> for any position or job that he chooses to pursue in your company. I am sure that he will grow even more and do a great job for your company.*

*Wishing*  
*you all the best!*  
*Sincerely,*  
*<Sender’s Name>*  
*<Sender’s Title>*