

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Re: Character Reference for [Applicant Name]

Dear [Recipient Name],

I am writing this letter to provide a formal character reference for [Applicant Name]. I have had the privilege of serving as [Applicant Name]'s professional mentor for the past [Number] years, during which time I have closely observed their professional growth, ethical standards, and personal conduct.

Throughout our mentorship, [Applicant Name] has consistently demonstrated exceptional integrity and a strong sense of responsibility. They possess a rare combination of technical aptitude and emotional intelligence. In our sessions, they have shown a remarkable ability to accept constructive feedback, demonstrate self-reflection, and apply new insights to achieve their goals.

Beyond their professional skills, I am particularly impressed by [Applicant Name]'s interpersonal qualities. They are a person of high moral character who treats colleagues and peers with utmost respect. They have frequently displayed leadership qualities, specifically in their ability to remain calm under pressure and their willingness to support others in a team environment.

I have full confidence in [Applicant Name]'s character and their potential to be a significant asset to your organization. Their dedication to excellence and their principled approach to work make them an outstanding candidate.

Please feel free to contact me if you require any further information or wish to discuss [Applicant Name]'s qualifications in more detail.

Sincerely,

[Signature]
[Your Printed Name]