

Statement Letter Template for Character Reference

This **statement letter template for character reference** provides a professional format to vouch for someone's personal qualities and integrity. It is ideal for employment, legal matters, or educational purposes, ensuring clear and persuasive communication. Customize it to highlight key traits and experiences confidently.

Character Reference Statement Letter

Date: [Insert Date]

To: [Recipient Name or Organization]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to provide a character reference for **[Name of Subject]**, whom I have known for [duration and context of relationship, e.g., "over five years as a colleague at Company XYZ"].

During the time I have known [him/her/them], I have found [Name] to be [highlight key qualities: trustworthy, hardworking, respectful, etc.]. [He/She/They] consistently demonstrates [relevant trait or anecdote, e.g., "exceptional integrity and a strong commitment to their responsibilities"].

[Provide a specific example highlighting the person's character, such as how they handled a challenging situation, helped others, or contributed positively in a group or community.]

Based on my experience with [Name], I believe [he/she/they] would be an asset to your [organization/academic program/employment], and I offer my highest recommendation.

Please feel free to contact me at [your phone number/email] if you need any additional information.

Sincerely,

[Your Full Name]

[Your Position/Relationship to Subject]

[Your Address]

[Your Contact Information]