

Professional and formal reference letter for a friend

Subject: Character Reference for [Friend's Name]

Dear [Recipient's Name],

I am writing to provide a character reference for my friend, [Friend's Name], who has requested my endorsement. I have known [Friend's Name] for [X years] and during this time, I have observed their integrity, honesty, and dedication in both personal and professional contexts.

[Friend's Name] is responsible, reliable, and consistently demonstrates strong ethical values. I am confident that they will be an asset in any endeavor they undertake and will maintain the highest standards of conduct.

Should you require further information or specific examples, I would be happy to provide additional insights. I strongly recommend [Friend's Name] without any reservations.

Sincerely,

[Your Name]

[Relationship to Friend]

[Contact Information]

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