

Casual, friendly tone letter

Subject: Character Reference for My Friend

Hi [Recipient's Name],

Iâ€™m writing to share my thoughts about my good friend, [Friend's Name]. Iâ€™ve known them for [X years], and I can honestly say they are trustworthy, kind, and dependable.

They have always been supportive to friends and community, and Iâ€™m confident they will be a positive influence in any situation. I highly recommend [Friend's Name] and am happy to discuss more if needed.

Best regards,

[Your Name]

[Relationship to Friend]

[Contact Info]

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