

Friendly but professional reference for school or university application

Subject: Character Reference for [Friend's Name]

Dear [Admissions Officer's Name],

I am pleased to write a character reference for my friend, [Friend's Name], who is applying for admission to [School/University Name]. I have known them for [X years] and can attest to their integrity, responsibility, and academic dedication.

They are hardworking, motivated, and respectful of others. I am confident they will contribute positively to your academic community.

Sincerely,

[Your Name]

[Relationship to Friend]

[Contact Info]

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