

Formal general character reference letter

Subject: Character Reference for [Name]

Dear [Recipient's Name],

I am writing to provide a character reference for [Name], whom I have known personally for [number] years in the capacity of [relationship, e.g., colleague, neighbor, mentor]. Throughout this time, I have observed [Name] to be a person of integrity, responsibility, and kindness.

[Name] consistently demonstrates strong values, such as honesty, reliability, and respect for others. In both personal and professional settings, [he/she/they] has shown maturity, dedication, and compassion. These qualities make [Name] a trustworthy individual who can be relied upon in various circumstances.

I believe [Name] would be a valuable addition to any environment that values ethical conduct, responsibility, and positive character. Please feel free to reach out to me if further information is required.

Sincerely,

[Your Name]

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