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advice women can trust
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Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Mrs./Dr., etc) Last Name:

I am writing this letter because (insert full name) asked me to provide a character reference on (insert his or her) behalf. I met (insert him or her) when we (explain circumstances of how you met; examples may include things like lived in the same neighborhood, went to school together, played sports together, did volunteer work together, etc). I have known (insert him or her) for (insert number) (insert years or months), so I feel qualified to speak on (insert his or her) behalf in terms of character.

Throughout the time that I have known (insert first name), I have formed a very positive opinion of (insert him or her). (Insert first name) has always been (insert a few sentences describing positive traits you have seen in the person you are writing about; examples may include things like honest, helpful, intelligent, creative, success-oriented, considerate of others, etc.).

Not only do I like (insert first name), I also respect (insert him or her) greatly. I felt honored to be asked to provide this character reference and hope that the information I provided helps you understand what an outstanding individual (insert full name) really is. If I can be of further assistance, please call me at (insert phone number) or contact me by email at (insert email address).

Regards,

Insert Full Name