[Month Day, Year]

[Professional Full Name]

[Professional Street Address]

[Professional City, State Zip]

c/o: [Institution or Company]

[Street Address of Company]

[City, ST Zip]

To Whom It May Concern:

I serve as a/the [Professional’s Title(s)] at [Institution Name]. I have known [Client’s Name] for [amount of time], working with [him/her] on [list projects, events, etc…]. [Client’s Name] has [highlight what person did in previous list].

[Client’s Name] has demonstrated great [list skills/abilities; e.g. organizational ability, communication skills, leadership strengths, etc…]. I am most impressed by [his/her] character of [dedication, honesty, integrity, etc…]. [Client’s Name] has time and again proven [himself/herself] as an excellent [worker, leader, team player, etc.].

[Client’s Name] has acquired his income through running his own businesses, and is very ambitious and I see him being very financially successful in the coming years due to his passion, talents, and hard-work.

Attached you will find supporting documents [if any].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature]

[Professional Full Name], [Title]

Here are some positive attributes often found in character reference letters:

* Ambitious, wants to learn and grow
* Charming, has sense of humor, lighthearted
* Committed, loyal, devoted
* Considerate, caring, empathetic
* Courteous, polite
* Creative, is a problem-solver
* Detail-oriented, punctual, quality-minded
* Determined, persevering, goal-oriented
* Efficient, economy-minded
* Fair-minded, honest, trustworthy
* Follows instructions, aims to please
* Generous, giving, helpful
* Good leader, responsible, mature for age
* Good listener, good communicator
* Hardworking, diligent, industrious
* Intelligent, is a quick study, naturally curious
* Organized, methodic, orderly
* Patient, level-headed
* People oriented, easygoing, team player
* Works independently, is a self-starter