

CHARACTER REFERENCE LETTER

To Whom This May Concern,

I, [name of referee], write this letter of reference about [name of the referenced] with whom I had the pleasure to know for more than [length of time], in order to clarify and defend his/her good judgment.

During this length of time, [name of the referenced] demonstrated numerous qualities as a valuable person in our society. In addition to this, I have observed him/her being polite, hard-worker and also always willing to help when needed. [name of the referenced] is also an enthusiastic, sensible and graceful person.

Under this pretext, I strongly recommend [name of the referenced] as a more than suitable person. I think this is a solid testimony of how [name of the referenced] is and his mental and moral qualities, and I hope you consider this reference letter when determining the outcome of this case.

In case you need any further information, please, do not hesitate to contact me.

Best regards,

Signature _____ Date: _____

Print Name _____

Address _____ City _____ State _____

Telephone _____

E-Mail _____