Character Reference Letter

Issued and signed by the referee. The person referred receives a copy.

YOUR NAME | REF. NO. | DATE

YOUR ADDRESS

To whom it may concern

Subject: Character reference

NAME OF PERSON | PURPOSE

HOW I KNOW THEM | YEARS KNOWN

QUALITIES AND EXAMPLES

I have known the person named above for the period stated and can speak to their character. In my experience they are honest, reliable and considerate of others, as the examples above show.

I make this reference in good faith, and you may contact me to confirm it.

SIGNATORY NAME | DESIGNATION

Referee

SIGNATURE

PRINTED NAME | DATE