

Character Reference Letter for Friend

Dear **{Recipient}**,

I am writing in regard to **{Name's}** application for employment at **{name of company, store, etc.}**.

I have known **{Name}** for **{length of time}** as **{his/her} {employer, coworker, friend, etc.}**. In that time, I have grown to know **{Name}** very well, and I believe I can offer a true assessment of **{his/her}** personality and character.

In short, any place would be lucky to have **{Name}** as an employee. **{He/she}** is dedicated, and cares about putting out quality work at all times. **{He/she}** is also incredibly efficient, using all **{his/her}** time at work wisely and in the name of completing a project.

On a personal level, **{Name}** is kind and generous, and well-liked by everyone **{he/she}** meets. **{He/she}** is funny without resorting to mean humor, and has a way of engaging all types of people. In fact, I don't believe I have ever heard another person say a bad word about **{Name}**.

I fully recommend **{Name}** for the open position at **{name of company, store, etc.}**, and I hope you will jump at the opportunity to have this kind of person as a member of your team.

Thank you,

{Sender}