

# Character Reference Letter for Student

## [Template]

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name / Organization / School Name]**

[Address]

[City, State, ZIP Code]

**Subject:** Character Reference for [Student's Full Name]

Dear [Recipient Name / To Whom It May Concern],

I am writing to provide a character reference for [Student's Name], whom I have known for [number of years] in my capacity as [teacher/mentor/advisor]. I would like to share my perspective on [his/her/their] personal qualities, attitude, and dedication.

[Student's Name] has consistently demonstrated [key traits such as responsibility, diligence, honesty, leadership, and respect]. [Provide 1–2 specific examples of achievements, projects, or actions that showcase these qualities].

I am confident that [Student's Name] will succeed in [academic program, school, or opportunity] and positively contribute to the community. Please feel free to contact me at [phone/email] if you require further information.

Sincerely,

[Your Name]