

# Character Reference Letter (from a Friend)

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[Today's Date]

[Addressee Name]

[Addressee Title]

[Company Name]

[Company Street Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I couldn't be happier to recommend my close personal friend, [Name of Applicant] for [Position] at [Target Company]. I have known [Applicant] for [X years] and can confidently say that she is a person of impeccable character.

Ever since we first met, [Applicant's] incredible [2-3 skills/abilities relevant to target job] have always impressed me. I remember one instance in particular when [X event/project/situation/crisis/etc.], she utilized her exceptional [specific skill or ability] to [achieve standout positive result].

More importantly, everyone who interacts with [Applicant] is always blown away by her [2-3 positive personality traits] nature. Whenever [X event/project/situation/crisis/etc.], [Applicant] always [performs X action demonstrating aforementioned traits].

It is truly a privilege and an honor to be considered [Applicant's] friend and I wholeheartedly recommend her for this position. I assure you that her commitment to her professional career, as well as her high moral values are without question. I have no doubt she will make a strong addition to your team. Please feel free to contact me if you have any questions.

Sincerely,

[Your Signature]

[Your Name]