

Author's Name  
Author's Address  
City, State, Zip Code  
Email: name@email.com

DATE

RE: Character Reference for [Name of Friend]

To Whom It May Concern,

I have known [Name of Friend] for 15 years. We worked together for six years at [Name of Company] before he left to return to school to earn a master's degree in business. We also became friends outside of work on a casual level.

During the time I have known [Name of Friend], he has been honest and trustworthy. He is always willing to go above and beyond what is expected of him. He is respectful of his superiors and gets along well with his co-workers.

I recall several occasions when [Name of Friend] would stay late to complete a project that had a deadline. During the time we worked together, he was often given additional responsibilities and assumed a leadership role while encouraging others on his team.

If any additional information is required concerning my association with [Name of Friend], please feel free to contact me. Thank you for your time and consideration.

Sincerely,

Signature of Author  
Printed name of Author