

[Date]

[Recipient Name]
[Title/Position, if applicable]
[Institution Name]
[Institution Address]

RE: Character Reference Letter for [Student's Name]

Dear [Recipient Name or "Admissions Committee"],

I am pleased to write this letter in support of [Student's Name]'s application to your institution. I have known [him/her/them] for [duration] as [his/her/their] [relationship/role, e.g., teacher, mentor] at [School/Organization Name].

During this time, I have found [Student's Name] to be [adjectives such as dedicated, hardworking, responsible], demonstrating [qualities such as integrity, leadership, or compassion] in [his/her/their] academic and extracurricular pursuits. [He/She/They] has consistently shown [specific examples of character qualities, achievements, or contributions].

I am confident that [Student's Name]'s character and drive will make [him/her/them] a valuable addition to your academic community. Please feel free to contact me for any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Contact Information]