

# Character Reference For a Friend

**Name:** Jane Doe

**Position:** Senior Manager

**Company:** XYZ Corporation

**Address:** 123 Business Avenue, Suite 456, City, State, ZIP

**Phone:** (123) 456-7890

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**Relationship:** Friend

## **Reference Letter:**

To Whom It May Concern,

I am writing to provide a character reference for my friend, [Your Friend's Name]. I have known [Your Friend's Name] for [number] years, and during this time, I have found [him/her/them] to be an exceptionally kind, reliable, and trustworthy individual.

[Your Friend's Name] is a person of strong moral character and integrity. [He/She/They] have always shown a deep sense of empathy and compassion towards others. In various situations, [Your Friend's Name] has demonstrated remarkable patience and understanding, making [him/her/them] a valued friend and confidant.

In addition to [his/her/their] personal qualities, [Your Friend's Name] has also been actively involved in community service and volunteer work. [He/She/They] have dedicated countless hours to helping others, whether it be through local charity events, neighborhood clean-ups, or mentoring programs. This commitment to service speaks volumes about [his/her/their] dedication to making a positive impact in the lives of others.

I have no doubt that [Your Friend's Name] will continue to be a positive influence and a responsible individual in all aspects of [his/her/their] life. [He/She/They] have my highest

recommendation, and I am confident that [he/she/they] will be an asset to any community or organization [he/she/they] choose to be a part of.

**Sincerely,**

**Jane Doe**