
Character Reference Letter for a Friend

Michael Thompson

789 Willow Lane

Springfield, IL 62704

michael.thompson@email.com

(312) 555-9876

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Ms. Linda Carter

Human Resources Manager

Innovatech Solutions

123 Innovation Drive

Springfield, IL 62712

Dear Ms. Carter,

I am writing to wholeheartedly recommend Anna Richardson, whom I have had the pleasure of knowing for over ten years as a close friend. Through our years of friendship, I have had ample opportunities to observe Anna's exceptional character and ethical standards.

Her honesty, reliability, and genuine nature make her stand out. For instance, Anna once organized a community fundraiser that raised significant funds for local animal shelters. This event not only showcased her organizational skills and dedication but also her ability to inspire and mobilize people for a good cause. This incident is a testament

to her dedication and integrity, qualities that she consistently exhibits in both personal and professional settings.

Anna is someone who brings positivity and commitment to all endeavors. Whether organizing community events or helping others, she always dedicates her full effort and enthusiasm. Her ability to connect with people and genuine concern for others' well-being are truly admirable.

I believe that Anna would be a valuable addition to your company. She not only possesses the skills and knowledge required but also the character and dedication that would benefit any environment.

Please feel free to contact me at (312) 555-9876 or michael.thompson@email.com if you need any more information or further insights into Anna's character and accomplishments.

Thank you for considering this recommendation. I am confident that Anna will prove to be as valuable and committed in her professional endeavors as she is in her personal ones.

Sincerely,

[Michael Thompson Signature (if sending a hard copy)]

Michael Thompson