# Personal reference letter

A character reference letter you can edit and print

[Your name]
[Your address]
[Your phone and email]

[Name of person or organisation]
[Their address]

[Date]

Dear [name] or To whom it may concern,

**Personal reference for [name of person]**

[Say who you are, how you know the person and for how long.]

[Describe their personal qualities, such as reliability, honesty and kindness, with a short example.]

[Say why you think they are suited to the role, course or opportunity.]

[Offer to give more information and say how to contact you.]

Yours sincerely,

**[Your name]**

*Signed*

*Date*