From,

\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ (date of the writing the letter)

To,

\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Character reference for a person

Respected sir,

This letter is to inform you that I have a person in my consideration, namely \_\_\_\_\_\_\_\_\_\_ (name of the person), who worked with me in my previous job, for the post of \_\_\_\_\_\_\_\_\_\_\_ (post). He is very much \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full character details of the person).

I think he’ll serve the best for the particular post and I’m sure you’ll like his work.

Hoping to receive an acceptance from you,

Thanking you,

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature