

Sample Personal Reference Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern:

I am writing this letter to provide a personal reference for [Person's Full Name]. I have known [him/her/them] for [a number of years], and throughout this time, [he/she/they] has proven to be a reliable, responsible, and compassionate individual.

[Person's Name] is a person of excellent character. [He/She/They] have demonstrated strong values and a deep commitment to [his/her/their] friends, family, and community. One notable example of [his/her/their] dedication was when [specific story showcasing a positive action].

Additionally, [Person's Name] is someone who is always eager to take on new challenges. [He/She/They] approach every opportunity with enthusiasm, patience, and a strong work ethic. These qualities make [him/her/them] an exceptional individual who is ready for any role or responsibility.

I highly recommend [Person's Name] without hesitation. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

[Your Full Name]