Example 1: Character reference letter

18320–103 Avenue
Anywhere, Alberta
T5V 8V8
August 30, 2014

To Whom It May Concern:

I've known Fred Frank for several years. He has been a close friend of my son's since they were in elementary school and I've watched him grow up into the friendly, confident young man he is today.

While he was in high school, Fred helped me coach a community soccer team of nine- and 10-year-old boys. A skilled player himself, Fred was an enthusiastic leader who always maintained his professionalism. With patience and an ability to explain and demonstrate strategy clearly, he drew out the very best from these boys, who, in turn, looked up to him.

I know Fred to be dependable, responsible, honest and courteous. He is a popular server in the restaurant where he currently works. While dining there, I've more than once overheard customers asking to be seated in his section.

Fred will be an asset to any organization. I can confidently recommend him for any position or undertaking that he chooses to pursue.

Please do not hesitate to call me if you would like to discuss this recommendation further.

Sincerely,

John C. Doe
403-555-1212