

To Whom It May Concern:

I am very pleased to be asked to write a character reference letter for (Your Name Here). In the three years that I've known (Your Name Here), I've employed him on several projects through 2 different companies as a marketing consultant. (Your Name Here) has proven to be an asset to whatever project or team he has worked with. He has shown to be reliable, trustworthy and have an excellent work ethic which is a reflection of his abilities and hard work.

I've been impressed with his dedication to any endeavor that he has been involved with. (Your Name Here) demonstrates a giving and generous nature with his free time as well. On more than one occasion has stepped up and gone above and beyond the call to support his co-workers and timely completion of his projects.

In addition to these great qualities, (Your Name Here) has displayed great enthusiasm and initiative; he has excellent communication skills and has a very friendly and outgoing personality. I am sure that he will be a dedicated and highly talented asset to anything that he pursues.

Regards,

Name
Title
Company
Ph: 111-111-1111
Email: you@youreemail.com