

# Character Reference Declaration

To Whom It May Concern,

I, the undersigned, hereby declare that I have known **[Name of Subject]** for **[Duration]** in the capacity of **[Nature of Relationship, e.g., colleague, friend, supervisor]**.

Throughout this period, I have found **[Name of Subject]** to be a person of exemplary character. They exhibit qualities such as **[list of positive attributes, e.g., integrity, reliability, diligence]**. Based on my experience, I am confident in recommending them for **[purpose of reference, e.g., employment, academic program, legal proceedings]**.

Should you require any further information, please do not hesitate to contact me via the details provided below.

## Referee Information

Full Name: [Your Name]  
Contact Number: [Your Phone Number]  
Email Address: [Your Email Address]  
Relationship to Subject: [Your Relationship]  
Date: [Date]

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Signature

## Important Notes:

- Ensure all information provided is truthful and accurate.
- Clearly state your relationship with the person you are referencing.
- Do not make claims you cannot support with evidence.
- Follow any specific requirements outlined by the requesting party.
- Keep the tone professional and relevant to the purpose of the reference.