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advice women can trust
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Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Mrs./Dr., etc) Last Name:

I am writing this letter to provide a character reference for (insert full name). I met (insert first name) when (insert he or she) was a student in my (insert name of class) class at (insert name of school). As a teacher, my impressions of (insert first name) have always been quite positive, so I am pleased to be able to write this letter as a way of helping (insert him or her) accomplish (insert his or her) goals.

As a student, (insert applicant's name) always seemed to (insert a few sentences describing your impressions of the student. Appropriate examples might include talent in a particular subject matter, hard-working, focus on excellence, exhibit leadership traits, etc.). Additionally, while enrolled in school, (insert first name) was also (insert appropriate descriptors such as involved in extracurricular activities, active in school or community sports, working part-time, volunteering with local charities, etc.)

I have a great deal of respect for (insert full name) and am convinced that (insert he or she) will be successful at any goals (insert he or she) decides to pursue. It's likely that your experience with (insert first name) will be just as positive as mine has been. If I can answer any other questions for you, please feel free to contact me at (insert phone number) or (insert email address).

Regards,

Your Full Name, Your Title