**Character reference letter example**

To Whom It May Concern

I have known Mr Nick Smith for the last two years, most recently when he led a team of volunteers to redesign a website for the Taproot non-profit organization. Nick Smith brought his experience as an internet marketing manager, his excellent interpersonal skills and his great knowledge of marketing to the Taproot organization. He led a team of three experts including a software developer, a designer, and a copywriter. Nick did not earn any compensation for his work and just wanted to make a difference with the underprivileged communities that the Taproot organization is serving.

Nick is great to work with and I would welcome the chance to work with him again. He is organized, efficient and extremely competent with excellent rapport with people of all ages and backgrounds. His communication skills are very good, no matter if you are talking about written or verbal. He was able to sell the new vision to the client, as well as communicate as needed to the project members, for instance when a volunteer team member did not complete his deliverables in time. He was always passionate and dedicated, and you could see that he truly cared about delivering great work that could help make a difference for the client.

I highly recommend Nick as a valuable, committed member of an organization. He will truly cares about his work and be committed to deliver the best results while communicating effectively with stakeholders and ensuring everyone is happy to continue to work with him. He would be a valuable asset to your organization. You can contact me at any time at the phone number below, should you want more information.

Best Regards

[your name with signature]  
Taproot Organization  
Director of Volunteer Relationships