**Character reference letter Template  
(For scholarship application)**

This letter is a great example of a character reference letter as it includes:

* Description of relationship with candidate
* Key qualities of candidate as a professional
* Key character qualities of candidate
* Reinforcement of recommendation

Re: Character reference letter

To [name]

Address

Dear Sir or Madam,

This letter is to recommend Rebecca Alice for the Scholarship Program organized by your company for sponsoring educational scholarships of talented students. I have known Rebecca Alice for 8 years and have mentored her for {capacity, place and date}.

Rebecca Alice is a very enthusiastic student and is very keen towards her studies. In my mentorship experience with her, she has always been very proactive and followed-up with great details on our discussions and action items. I was impressed by her ability to listen, learn and improve. I can assure you that you will be very proud to provide her scholarship and represent your company.

In the past 8 years that I have known Rebecca Alice, she has been a consistent performer in both academics and extra-curriculum activities. She has secured 18/20 grades in her {exam or test name} and also received certificates of talent from her school. She also led {volunteering project} where she was able to {achievement}, making a great impact on our community.

I, therefore, strongly recommend Rebecca Alice for your scholarship program and request you to consider the same.

Best regards,

Name  
Phone  
Email