Date  
  
[Complete name of Recipient]  
[Designation]  
[Organization]  
[Address]

Dear Mr./Ms. [X],

I, [Sender’s name], [Sender’s designation and organization], am pleased to write a character reference for XYZ.

XYZ has been working in my team, at KML Company, for the past three years as a Fundraising Officer. He is a passionate, determined, and organized individual.

XYZ has been credited for building rapport with others, as evident from his success at KLM Company. Besides having strong interpersonal communication skills, XYZ has profound knowledge, motivational spark, and storytelling skills for not only driving encouragement within the team but also among the stakeholders XYZ works with. He is a self-motivated, foresighted, and an efficient learner, which has made him yield leveraged results for our company.

XYZ has been always innovative, creative, and insightful when it comes to restructuring and revamping the campaigns for the department. Not only does he lead the team, but he also values teamwork. His approach to acknowledging the work of the team compliments his generosity.

I would certainly recommend XYZ to your company for the role of Corporate Partnerships and Fundraising Coordinator. He will be a valuable addition to your team.

For any further information, you may reach out to me.

Sincerely,

ABC