

[Your Full Name]  
[Your Current Job Title]  
[Your Organization/Company]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Hiring Organization Name]  
[Organization Address]

Subject: Professional Character Reference for [Candidate Full Name]

Dear [Recipient Name],

I am writing to provide a professional character reference for [Candidate Full Name], who is applying for the position of Legal and Compliance Specialist at [Hiring Organization Name]. I have known [Candidate Full Name] for [Number] years in my capacity as [Your Relationship to Candidate, e.g., Senior Counsel/Manager].

During our time working together, [Candidate Full Name] consistently demonstrated an exceptional commitment to ethical standards and regulatory integrity. They possess a keen eye for detail, particularly regarding [specific area, e.g., AML regulations, contract review, or corporate governance]. Their ability to interpret complex legal frameworks and translate them into actionable compliance procedures is outstanding.

Beyond their technical expertise, [Candidate Full Name] exhibits the highest degree of professional discretion and sound judgment. They remain calm under pressure and handle sensitive information with the necessary confidentiality required in a legal environment. Their communication style is clear and objective, allowing them to collaborate effectively with both internal stakeholders and external regulators.

I recommend [Candidate Full Name] without reservation. I am confident that their integrity, analytical skills, and legal knowledge will make them a significant asset to your compliance team. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]