

Character Reference Letter

Date

The Admissions Head
Jose Maria College
Phil-Japan Friendship Highway
Sasa, Davao City

To Whom It May Concern:

I am writing in reference to _____ and his/her application

for enrollment at Jose Maria College for the _____ Semester of AY 2020-2021.

Last Name First Name Middle Name

I have known him/her for _____ years as his/her _____
(e.g., teacher, employer, family friend, etc.) I found him/her to be
_____ (e.g., personal qualities, character,
values, etc.).

I would recommend _____ for
enrollment _____ because
_____ (reason).

If you require any other additional information, please feel free to contact me at
_____ (phone number and time when to call this
number.

Yours truly,

Name and Personal Signature of the person writing this letter)

***Please place this Character Reference Letter in a sealed envelope and write your signature on the flap.