

CATHOLIC RETREAT LETTER SAMPLE FOR A FRIEND Workbook

catholic retreat letter sample for a friend

When a friend is considering embarking on a spiritual journey through a Catholic retreat, one of the most meaningful ways to support and encourage them is by writing a heartfelt letter. A well-crafted Catholic retreat letter sample for a friend not only expresses your care and prayers but also provides encouragement and inspiration for their spiritual growth. Whether your friend is new to retreats or has participated before, your words can serve as a source of comfort and motivation as they prepare for this sacred experience. In this article, we will explore how to craft an effective Catholic retreat letter, provide sample templates, and offer tips to personalize your message to resonate deeply with your friend.

Understanding the Purpose of a Catholic Retreat Letter

Before jumping into sample letters and writing tips, it's important to understand why such letters are valuable.

Encouragement and Support

A retreat can be a profound but sometimes challenging experience. Your letter can serve as a source of encouragement, reminding your friend of the purpose of the retreat—deepening their relationship with God, seeking peace, or finding guidance.

Sharing Prayer and Blessings

A Catholic retreat is rooted in prayer. Including your prayers and blessings can uplift your friend and affirm your spiritual connection.

Reinforcing Connection and Friendship

Even though the retreat is a personal journey, your letter emphasizes that they are not alone; your friendship and spiritual support are with them every step of the way.

Key Elements of a Catholic Retreat Letter to a Friend

When composing your letter, consider including the following elements to make it heartfelt and

meaningful.

Personal Greeting

Start with a warm greeting that addresses your friend by name, setting a caring and personal tone.

Express Your Support and Encouragement

Share your thoughts about their decision to undertake the retreat, emphasizing positive qualities such as their faith, courage, or willingness to grow spiritually.

Offer Prayers and Blessings

Include specific prayers or blessings tailored to their retreat journey, asking for guidance, peace, and spiritual renewal.

Share Personal Reflections or Scripture

Including a favorite Scripture passage or a personal reflection can inspire and motivate your friend.

Practical Tips or Words of Wisdom

Offer gentle advice on how to prepare for the retreat or how to make the most of the experience.

Closing with Love and Prayer

End your letter with a warm closing, reaffirming your support and ongoing prayers.

Sample Catholic Retreat Letter for a Friend

Below is a detailed sample letter that incorporates all the key elements discussed.

Sample Letter 1: Encouraging a First-Time Retreatant

Dear [Friend's Name],

I hope this letter finds you in good health and spirits. I was so pleased to hear about your decision to attend the upcoming Catholic retreat. It's a beautiful step towards deepening your relationship with God, and I want you to know how much I admire your courage and openness.

As you prepare for this sacred journey, I want to remind you that you are in my prayers. I pray that

the Holy Spirit guides you throughout your retreat, filling your heart with peace, clarity, and renewed faith. Remember, this is a time to listen deeply to God's voice and to allow His love to heal and transform you.

If I may share a Scripture that has always brought me comfort, it's Philippians 4:6-7: "Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus." I pray this verse will bring you reassurance during your retreat.

Take time to be still, to reflect, and to open your heart fully. Trust in God's plan for you. You are not alone on this journey; I am with you in spirit and prayer.

Wishing you a blessed retreat filled with grace and spiritual renewal.

With love and prayers,

[Your Name]

Sample Letter 2: For a Friend Who Has Attended Retreats Before

Dear [Friend's Name],

I wanted to write you a quick note as you prepare for this upcoming retreat. Knowing how meaningful your past experiences have been, I am confident that this one will bring even more blessings into your life. Your commitment to growing closer to Christ is truly inspiring.

As you set out on this spiritual adventure, I pray that the Holy Spirit continues to work within you, opening your heart to new insights and deeper understanding. Remember to take time for prayer, silence, and reflection—these moments are where God often speaks most clearly.

I'd like to share a favorite prayer of mine, the Serenity Prayer:

"God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference."

May this prayer bring you peace and strength during your retreat. Keep an open mind and heart, and trust that God's love surrounds you always.

Know that I am holding you in my prayers, excited to hear about the wonderful ways God has touched your life through this experience.

Blessings and love,

[Your Name]

Tips for Personalizing Your Catholic Retreat Letter

While templates provide a solid foundation, adding personal touches makes your letter more heartfelt.

1. Use Your Friend's Name and Specific Details

Mention their name, the retreat location, or specific intentions they may have shared with you.

2. Incorporate Personal Memories or Shared Experiences

Recall moments when your faith journey intersected, or share how their faith has inspired you.

3. Include a Favorite Scripture or Prayer

Choose a verse or prayer that is meaningful to both of you or relevant to their journey.

4. Offer Practical Support

If appropriate, suggest ways to stay connected during their retreat or offer to pray together before they leave.

5. Keep the Tone Encouraging and Respectful

Respect their spiritual process, and avoid overly prescriptive language?your goal is to uplift and support.

Additional Resources for Writing Catholic Retreat Letters

If you're looking for more inspiration or specific phrases, consider the following resources:

- Books on spiritual writing and Catholic mentorship
- Online prayer guides and Scripture references
- Sample letters from Catholic retreat organizations
- Personal reflections from faith leaders and community members

These can help you craft a message that resonates deeply and aligns with Catholic teachings.

Conclusion

A Catholic retreat letter sample for a friend is more than just words on paper; it's a heartfelt expression of love, prayer, and spiritual encouragement. By thoughtfully including personal sentiments, Scripture, blessings, and practical advice, your letter can serve as a beacon of support on your friend's faith journey. Remember, your words can inspire courage, deepen faith, and remind your friend that they are surrounded by a loving community—both spiritual and earthly. Whether it's their first retreat or a recurring spiritual pilgrimage, your letter can be a treasured gift that sustains them through their sacred experience. Take your time, prayerfully consider what to include, and let your genuine care shine through in every word.

Catholic retreat letter sample for a friend is a meaningful way to encourage spiritual growth, offer support, and share heartfelt reflections with someone embarking on or considering a retreat journey. Whether you're writing to a close friend, a family member, or a church member, crafting a thoughtful and sincere letter can deepen your connection and inspire their spiritual renewal. This guide explores how to compose an impactful Catholic retreat letter for a friend, providing sample phrases, structural tips, and a step-by-step approach to help you craft a message that is both warm and spiritually enriching.

Why Write a Catholic Retreat Letter for a Friend?

A well-crafted retreat letter serves multiple purposes:

- Encouragement: Reinforcing the importance and benefits of participating in a Catholic retreat.
- Support: Offering emotional and spiritual backing, especially if your friend is feeling hesitant or anxious.
- Inspiration: Sharing your personal experiences or reflections that can motivate your friend to embrace this spiritual opportunity.
- Connection: Maintaining a sense of friendship and community, reminding your friend they are in your thoughts during this sacred time.

Key Elements of a Catholic Retreat Letter

To make your letter meaningful and impactful, consider including these essential components:

- Warm Opening and Personal Connection

Begin with a heartfelt greeting that acknowledges your friendship and the purpose of the letter.

- Express Support and Encouragement

Share positive thoughts about the retreat, emphasizing its spiritual significance and potential personal benefits.

- Share Personal Reflections or Inspirational Quotes

Include snippets of your own spiritual journey or quotations from Scripture or saints that resonate with the retreat theme.

- Offer Practical Advice or Tips

Help your friend prepare mentally and spiritually, such as prayer suggestions or reflection topics.

- Conclude with Prayer and Well Wishes

End your letter with a prayer or blessing, reinforcing your support and faith.

Sample Structure for a Catholic Retreat Letter

Greeting

Dear [Friend's Name],

Introduction and Purpose

I wanted to take a moment to write you as you prepare for your upcoming retreat. Knowing how much this journey can mean for your faith, I felt inspired to share some thoughts and encouragement.

Encouragement and Support

Embarking on a retreat is a profound step toward deepening your relationship with God. It's a time set apart for prayer, reflection, and renewal—an opportunity to listen more closely to the Holy Spirit and find renewed strength in your faith.

Personal Reflection or Inspirational Quote

I remember my first retreat; it was a transformative experience that brought me closer to understanding God's love. As Saint Augustine said, "Our hearts are restless until they rest in You." I pray that your retreat brings you peace, clarity, and a renewed sense of purpose.

Practical Tips

- Take a journal to record your thoughts and prayers.
- Prepare a list of intentions or prayers you'd like to offer during the retreat.
- Be open to whatever the Holy Spirit may reveal to you.
- Remember to spend time in silent prayer and listening.

Closing and Prayer

Know that I am keeping you in my prayers during this special time. May the Holy Spirit guide you, and may you find joy and renewal in His presence.

With blessings and friendship,

[Your Name]

Sample Catholic Retreat Letter for a Friend

Dear Sarah,

I hope this letter finds you well and filled with anticipation for your upcoming retreat. I wanted to share some words of encouragement and let you know how much I admire your commitment to deepening your faith through this journey.

Participating in a Catholic retreat is such a beautiful gift—an invitation to step away from daily distractions and immerse yourself in God's love. I remember how transformative my own retreat was; it provided clarity, peace, and a renewed sense of purpose that still influences my faith today.

As you prepare for this experience, I encourage you to approach it with an open heart and a willingness to listen. Sometimes, the most profound messages come in moments of silence and prayer. Consider bringing a journal to record any insights or blessings you receive. Also, think about your intentions—what are you seeking from this retreat? Healing, clarity, strength? Holding these in your heart can help focus your time of reflection.

Remember, God's love is always present, whether we feel it intensely or quietly sense it in our hearts. I leave you with the words of Saint Therese of Lisieux: "You cannot love without suffering. You cannot suffer without loving." May this retreat deepen your capacity to love and be loved by Him.

Please know I am praying for you—asking the Holy Spirit to guide your steps, fill your heart with peace, and reveal His beautiful plan for your life. I look forward to hearing about your experiences when you return.

With all my love and blessings,

[Your Name]

Tips for Writing Your Own Catholic Retreat Letter

- Be Genuine: Write from the heart; sincerity resonates deeply.
- Include Scripture or Saints' Quotes: These can inspire and uplift.
- Offer Personal Experiences: Sharing your own journey can motivate and reassure your friend.
- Keep a Supportive Tone: Affirm their decision and express confidence in their spiritual growth.
- Be Mindful of Their Journey: Respect where they are spiritually and gently encourage openness.

Final Thoughts

Writing a catholic retreat letter for a friend is more than just a kind gesture; it's an act of spiritual solidarity. Your words can uplift, inspire, and reinforce your friend's faith journey, making their retreat a more meaningful and supported experience. Whether your message is brief or detailed, the heartfelt intention behind it will shine through and serve as a blessing on their path to renewal.

Remember, the most important thing is to communicate your love and support—trust that your words will help nurture their spiritual growth and deepen your friendship.

Question What should I include in a Catholic retreat letter to my friend? Include warm greetings, a heartfelt invitation to attend the retreat, reasons why you think it will be meaningful for them, and blessings or prayers for their spiritual growth. How can I make my Catholic retreat letter more personal? Share personal reflections or experiences related to retreats, mention specific ways the retreat might benefit your friend, and use a sincere, caring tone to convey your genuine interest. **Are there any sample phrases I can use in a Catholic retreat invitation letter?** Yes, phrases like 'I invite you to join me on a spiritual journey,' or 'Together, let's deepen our faith and find renewed inspiration' can be effective and heartfelt. What is the appropriate tone for a Catholic retreat letter to a friend? The tone should be warm, encouraging, respectful, and supportive, reflecting your genuine

care for your friend's spiritual well-being. When is the best time to send a Catholic retreat invitation letter? Send the letter at least a few weeks in advance to give your friend ample time to consider and make arrangements for attending the retreat. How can I end my Catholic retreat letter to leave a positive impression? Close with blessings, expressions of hope for their participation, and an offer to discuss the retreat further, such as 'Looking forward to sharing this meaningful journey with you. God bless!'

Related keywords: Catholic retreat invitation, spiritual retreat letter, religious retreat sample, faith-based letter template, friend retreat invitation, prayer retreat letter, Catholic spiritual letter, retreat invitation example, religious friendship letter, church retreat correspondence

Character reference letter template for friend

Character Reference Letter Template for Friend

A character reference letter for a friend is a powerful document that can support someone's application for a job, housing, or other opportunities by attesting to their personality, reliability, and integrity. Crafting an effective and sincere letter requires understanding the purpose of the reference, knowing your friend well, and presenting your observations convincingly. This article provides a comprehensive guide to creating a compelling character reference letter template for a friend, complete with sample structures, key elements, and tips to ensure your letter makes a positive impact.

Understanding the Purpose of a Character Reference Letter for a Friend

Before diving into the template, it's important to understand why such a letter is written and how it can influence the recipient.

What is a Character Reference Letter?

A character reference letter, also known as a personal or friend's reference, is a document written by someone who knows the individual well and can vouch for their character, personality, and qualities. Unlike professional references that focus on work skills, this type emphasizes personal traits such as honesty, responsibility, kindness, and dependability.

Common Uses of a Friend's Character Reference Letter

- Supporting a friend's job application
- Assisting with rental or housing applications
- Providing a character assessment for legal or court proceedings
- Enhancing college or scholarship applications
- Supporting visa or immigration processes

Key Elements of an Effective Character Reference Letter

A well-structured character reference letter should include specific components to ensure clarity and impact.

1. Proper Salutation

- Address the recipient appropriately (e.g., "To Whom It May Concern," or specific name if known).

2. Introduction of the Writer

- State your name, your relationship with the friend, and how long you've known them.
- Briefly mention your credibility as a reference.

3. Purpose of the Letter

- Clearly specify what the letter is supporting (e.g., job application, housing, etc.).

4. Personal Qualities and Traits

- Highlight specific positive traits relevant to the purpose.
- Provide examples or anecdotes that demonstrate these qualities.

5. Character Assessment

- Discuss your friend's reliability, integrity, and behavior.
- Mention their strengths and how they relate to the purpose.

6. Closing Endorsement

- Offer a strong, supportive closing statement.
- Indicate openness to further contact if needed.

7. Signature and Contact Information

- Sign the letter and include your contact details for verification.

Sample Character Reference Letter Template for a Friend

Below is a detailed template that can be customized to suit specific situations:

``plaintext

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title or Position]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name / To Whom It May Concern],

I am writing to provide a character reference for my dear friend, [Friend?s Name], whom I have known for [number] years. As a close friend and confidant, I have had ample opportunity to observe [his/her/their] personality, integrity, and character in various situations.

I am pleased to recommend [Friend's Name] for [purpose, e.g., a position, housing, etc.]. Throughout the years, I have witnessed [him/her/them] demonstrate qualities such as honesty, responsibility, kindness, and dedication. [He/She/They] consistently display exceptional reliability and an earnest desire to contribute positively to any environment.

One example that highlights [his/her/their] character is when [share a specific anecdote demonstrating honesty, dependability, or kindness]. This incident exemplifies [Friend's Name]'s integrity and commitment to doing what is right.

In addition to being trustworthy and dependable, [Friend's Name] is a compassionate individual who genuinely cares about others. [He/She/They] often volunteer [mention any volunteer work or community involvement], showing a proactive attitude toward helping those around them.

Based on my experience, I have no hesitation in endorsing [Friend's Name] for [purpose]. I am confident that [he/she/they] will be a responsible and positive addition to [company, community, organization].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Signature if submitting a hard copy]

...

Tips for Writing an Effective Character Reference Letter for a Friend

To ensure your letter is impactful, consider the following tips:

1. Be Honest and Genuine

- Avoid exaggerations; speak from personal experience.
- Highlight genuine qualities that you truly observe.

2. Be Specific

- Use concrete examples to illustrate traits.
- Avoid vague statements; specificity makes your endorsement stronger.

3. Keep the Tone Positive and Professional

- Maintain a respectful and optimistic tone.
- Even if you have minor criticisms, focus on positive attributes.

4. Tailor the Letter to Its Purpose

- Emphasize traits relevant to the context (e.g., responsibility for a job, trustworthiness for housing).

5. Proofread Carefully

- Check for grammatical errors or typos.
- Ensure clarity and professionalism in your writing.

Additional Considerations

Legal and Ethical Aspects

- Always seek your friend's consent before writing the letter.
- Be truthful; false information can have legal repercussions.
- Respect privacy; avoid sharing sensitive or irrelevant details.

Formatting Tips

- Use a professional format with a clear structure.
- Keep the letter to one page unless detailed elaboration is necessary.
- Use a formal font and appropriate size (e.g., Times New Roman, 12 pt).

Conclusion

A well-crafted character reference letter for a friend can significantly influence decisions in various contexts by providing an honest and positive portrayal of their personal qualities. Using the provided

template and tips, you can create a compelling endorsement that highlights your friend's strengths and demonstrates your confidence in their character. Remember, sincerity and specificity are key to making your letter impactful and credible. Whether for employment, housing, or other opportunities, a thoughtful character reference can open doors and support your friend's endeavors effectively.

Character Reference Letter Template for Friend: A Comprehensive Guide

When someone you care about is in need of a character reference—whether for a job application, legal matter, or personal situation—crafting a well-structured and sincere character reference letter for friend can make a significant difference. Such letters serve as powerful testimonials to an individual's character, personality, and integrity, providing insight beyond what a resume or formal documentation can offer. This guide will walk you through the nuances of creating an impactful character reference letter for your friend, including essential templates and tips to make your letter compelling and credible.

Understanding the Importance of a Character Reference Letter for Friend

A character reference letter for friend is a personal endorsement that highlights your friend's qualities, values, and behaviors. Unlike professional references, which focus on work-related skills, a character reference emphasizes personal traits, such as honesty, kindness, responsibility, and reliability. These letters are often used in:

- Court proceedings (e.g., sentencing, bail hearings)
- Job applications or promotions
- Academic admissions
- Rental or housing applications
- Personal matters requiring a testament of good character

The key to a successful character reference is honesty paired with specific examples that illustrate your friend's positive attributes.

Essential Elements of a Character Reference Letter for Friend

Before diving into the template, it's important to understand the core components that make a compelling letter:

- Your Contact Information

- Name
- Address
- Phone number
- Email address

- Date of Writing

- The date when the letter is drafted

- Recipient's Details

- Name (if known)
- Title or position
- Address of the recipient or organization

- Salutation

- Formal greetings such as "Dear [Recipient's Name]" or "To Whom It May Concern" (if the recipient is unknown)

- Opening Paragraph

- Introduce yourself and specify your relationship with the friend
- State the purpose of the letter

- Body Paragraphs

- Describe your friend's character traits
- Provide specific anecdotes or examples that demonstrate these traits
- Highlight qualities such as honesty, responsibility, compassion, etc.

- Closing Paragraph

- Summarize your endorsement
- Reiterate your confidence in your friend's character
- Offer to provide additional information if needed

- Formal Closing

- Sign off with "Sincerely," "Best regards," or similar
- Your signature (if submitting a hard copy)
- Your printed name

Step-by-Step Guide to Writing a Character Reference Letter for Friend

Step 1: Start with a Strong Introduction

Begin by clearly stating who you are, your relationship with the friend, and the purpose of the letter. For example:

"My name is Jane Doe, and I have had the pleasure of knowing John Smith for over five years as a close friend and neighbor. I am writing to provide a character reference on his behalf, as he applies for the position of Community Volunteer with your organization."

Step 2: Highlight Personal Qualities

Identify key traits that are relevant to the purpose of the letter. Common qualities include:

- Honesty and integrity
- Dependability
- Compassion and kindness
- Responsibility
- Respectfulness
- Work ethic
- Leadership skills

Step 3: Support with Specific Examples

General praise is less impactful than stories that demonstrate your friend's positive qualities. For example:

"John has consistently demonstrated honesty and integrity. I recall when he found a wallet full of cash on the street and took the initiative to locate the owner, refusing any reward."

Step 4: Emphasize Relevant Traits for the Situation

Tailor your letter to match the context. For a legal matter, focus on honesty and respectfulness; for a job, highlight responsibility and work ethic; for housing, underscore reliability and neighborliness.

Step 5: Conclude with a Strong Endorsement

Summarize your confidence in your friend's character and your willingness to vouch for them:

"In my opinion, John is one of the most trustworthy and responsible individuals I know. I am confident he would be an asset to your organization."

Step 6: Offer Additional Support

Close by offering to provide further information if needed:

"Please feel free to contact me at the information provided above if you require any additional insights."

Sample Character Reference Letter Template for Friend

Below is a professional yet personal template that you can customize based on your situation:

Your Name

Your Address

City, State ZIP Code

Phone Number

Email Address

Date

Recipient's Name

Recipient's Title or Organization

Recipient's Address

City, State ZIP Code

Dear [Recipient's Name or "To Whom It May Concern"],

I am pleased to write this character reference for my dear friend, [Friend's Name]. I have known [him/her/them] for over [number] years, during which time I have come to know [him/her/them] as a person of exceptional integrity, kindness, and responsibility.

Throughout our friendship, I have observed [Friend's Name] demonstrating unwavering honesty and dependability. For instance, [share a specific anecdote that illustrates these qualities]. This incident exemplifies [his/her/their] commitment to doing what is right, even when no one is watching.

In addition to honesty, [Friend's Name] consistently exhibits compassion and a genuine concern for others. [He/She/They] volunteer regularly at local shelters and are always willing to lend a helping hand to friends and neighbors alike. Their respectful and considerate nature makes them a trusted member of our community.

Moreover, [Friend's Name] is remarkably responsible. [He/She/They] manages [his/her/their] commitments diligently and demonstrates a strong work ethic. Whether handling personal projects or contributing to community initiatives, [his/her/their] dedication is evident.

Based on my experience with [Friend's Name], I am confident that [he/she/they] possess the qualities necessary to excel in [the specific context or role]. I wholeheartedly endorse [him/her/them] and believe [he/she/they] would be an asset to your organization.

Please do not hesitate to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

Tips for Writing an Effective Character Reference Letter for Friend

- Be Honest: Always provide truthful insights. Exaggeration can undermine credibility.
- Be Specific: Use concrete examples to back up your claims.
- Keep it Concise: While detailed, avoid lengthy narratives; aim for clarity and relevance.
- Maintain a Respectful Tone: Be professional yet warm; reflect genuine admiration.
- Proofread Carefully: Spelling and grammar mistakes can detract from your credibility.

Final Thoughts

A well-crafted character reference letter for friend can be a powerful endorsement that supports your friend's application or situation. By focusing on honesty, specific examples, and relevant traits, you create a persuasive narrative that highlights their strengths and integrity. Whether you're writing to support a legal case, employment opportunity, or personal matter, your sincere words can help shape a positive outcome for your friend.

Remember, your letter is a reflection of your own integrity as well as your friend's character. Take the time to personalize your message, be honest, and communicate your genuine support. With this guide, you're now equipped to write a compelling and effective character reference letter that makes a meaningful difference.

Question What is a character reference letter template for a friend? A character reference letter template for a friend is a pre-designed format that helps you write a letter highlighting your friend's positive traits, character, and qualities to support their applications or reputation. **How do I start a character reference letter for a friend?** Begin with a formal salutation, introduce yourself and your relationship to the friend, and state the purpose of the letter clearly to set the tone for the recommendation. **What key qualities should I include in a character reference letter for a friend?** Include qualities such as honesty, responsibility, kindness, reliability, and integrity, supported by specific examples that demonstrate these traits. **Can you provide a simple template for a character reference letter for a friend?** Yes, a basic template includes an introduction, a paragraph describing your relationship and the friend's qualities, specific examples, and a closing statement of recommendation. **How long should a character reference letter for a friend be?** Typically, it should be about one page long, concise yet detailed enough to effectively showcase your friend's character and suitability for the purpose. **Is it appropriate to include personal anecdotes in a character reference letter for a friend?** Yes, including relevant personal anecdotes can help illustrate your friend's positive qualities and make the letter more compelling and authentic. **What should I avoid when writing a character reference letter for a friend?** Avoid exaggerations, negative comments, irrelevant information, and overly generic statements. Focus on honesty and specific, positive examples of your friend's character.

Related keywords: character reference, friend letter template, testimonial letter, personal reference, recommendation letter, friend endorsement, character assessment, reference letter format, personal recommendation, friendship testimonial

Read the full article online: [Character reference letter template for friend](#)