

Sample Character Reference Letter Template

[Your Name]

[Your Address]

[City, Parish, Jamaica]

[Phone Number]

[Email Address]

[Date]

The Real Estate Board

24 Trafalgar Road

Kingston 10, Jamaica

Subject: Character Reference for [Applicant's Full Name]

Dear Sir/Madam,

I am writing this letter to provide a character reference for **[Applicant's Full Name]**, who is applying to the Real Estate Board to become a licensed real estate agent. I have known [Applicant's Name] for [duration of time] in my capacity as [your relationship to the applicant, e.g., Justice of the Peace, employer, colleague, neighbor, etc.], and I am pleased to vouch for their character, work ethic, and integrity.

Throughout the time I have known [Applicant's Name], they have consistently demonstrated qualities that are essential for someone entering the real estate profession. Specifically:

1. **Integrity and Honesty:** [Applicant's Name] is a trustworthy individual who values fairness and transparency in all dealings. I have witnessed their commitment to ethical behavior in [specific instance or general observation].
2. **Professionalism and Diligence:** [Applicant's Name] approaches their responsibilities with dedication and professionalism. They are organized, dependable, and capable of managing tasks effectively.
3. **People Skills and Communication:** One of [Applicant's Name]'s greatest strengths is their ability to interact with people from diverse backgrounds. They have excellent communication skills and a natural ability to build rapport, making them well-suited to a client-facing role like real estate.
4. **Commitment to Continuous Learning:** [Applicant's Name] recently passed the Real Estate Training Institute (RETI) exam, which highlights their commitment to education and self-improvement.

I firmly believe that [Applicant's Name] will uphold the high standards expected of a real estate professional in Jamaica and contribute positively to the industry.

If you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Yours sincerely,

[Your Full Name]

[Your Title/Profession]

[Optional: Any additional qualifications or positions held, e.g., Justice of the Peace, Teacher, etc.]

Tips and Instructions for Applicants

1. **Choose Reputable Referees:** Your referees should be professionals or respected members of your community, such as a Justice of the Peace (JP), a teacher, a medical professional, or a long-time employer. Ideally, they should have known you for at least a year.
2. **Provide Context:** Share details about why you need the reference and provide the template as a guide for your referee. Clarify that the letter is intended for your application to the Real Estate Board.
3. **Be Polite and Organized:** When requesting a reference, be respectful of the referee's time. Provide all necessary details, such as the deadline for submission and instructions on where to send the completed reference letter.
4. **Check for Accuracy:** Ensure that the referee includes your full legal name and correct details in the letter. Also, verify that their contact information is current and accurate, as the Real Estate Board may contact them for confirmation.
5. **Attach Supporting Documents:** If required, provide a copy of your RETI exam results and other relevant documents to the referee for context.
6. **Say Thank You:** Always express gratitude to your referees for their support. A small token of appreciation or a thank-you note is a nice gesture.

By following these tips and using the sample template, you'll make the reference process easier for your referees and increase your chances of submitting a strong application.