**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Title/Organization]  
[Address]  
[City, State, ZIP Code]

To whom it my concern,

I am writing this letter to provide character reference for **{Applicant's Name}** in the support of **his/her** application for a gun license. I have known **{Applicant's Name}** for more than **{years}**. I have been **{Applicant's Name}**'s **{boss, teacher, co-worker, etc}** and I have known him/her enough to confidently attest to his/her clean record and great character.

**{Applicant's Name}** is a person of good character and a family person. **{Name}** is a very responsible and safety minded person, I have seen **him/her** remains calm and positive in a very challenging situations. **He/She** has a clean record, never abused any drugs or alcohol. **{Name}** has to apply for a gun license due to **{specify the reason why gun license is required}**.

**{Applicant's Name}** understand the responsibility and moral obligation that comes with owing a firearm and **he/she** is prepared. For the safety of gun, **he/she** has already purchased safe/locker. I believe that **{Applicant's Name}** possess qualities that are required to handle a gun or firearm. I'm confident that **{Applicant's Name}** will handle a gun with care and maturity.

Thank you very much for your time and consideration.

Sincerely,

**{Your Name}**