

**[From]**

**[Address]**

**To,**

**[Address]**

**Subject: Letter of Reference for A Firearm License**

**Respected sir/madam,**

I am writing this letter to the reference [mention applicant name], who has applied for a firearms license. I have known him/ her for the last [mention number] years, both as my co-worker at the workplace and as a close friend.

I can confidently say for his/ her outstanding and clean character record. [Mention applicant name] is a responsible [mention country name] citizen who understands his/ her duties well. To my knowledge, he/ she has never been to any law violation. He/she has never been arrested or abused drugs or alcohol.

[Mention applicant name] understands what it takes to carry a firearm and has prepared accordingly. I can sure you that you won't regret your decision later. He/she is a great person.

If you have any further queries, you can reach me at [mention phone number] or through an email [mention email address].

**Sincerely,**

**[Name of the sender]**