Character/Letter of Reference template

To Whom It May Concern:   
  
I am writing this letter on behalf of John Doe of 123 Main St, Anywhere, CT.   
  
I believe that the applicant is of good moral character and that the applicant understands the seriousness of the responsibility and the trust that will be conferred upon him/her by the community to safely own and handle a firearm, and that he/she is suitable to be approved for a state permit to carry pistols and revolvers.   
  
Please note that I am not related to, employed by, indebted or obligated to the applicant in any way.   
  
Sincerely,