

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for Vyom [Last Name]. I have known Vyom for [duration of your acquaintance] and can confidently attest to [his/her/their] character and abilities.

During our time together, I have observed Vyom's [specific traits or qualities, e.g., work ethic, integrity, communication skills]. [Provide specific examples or anecdotes that illustrate these qualities.]

Vyom is also [mention any relevant experience, skills, or achievements].

[Optional: Discuss how these qualities will benefit the position or opportunity Vyom is pursuing.]

I wholeheartedly recommend Vyom [Last Name] for [the position, opportunity, etc.]. I am confident that [he/she/they] will bring [positive attribute] to your [team, organization, etc.].

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

Sincerely,

[Your Name]

[Your Position/Relationship to Vyom]