

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a character reference for [Immigrant's Name], who is applying for immigration to [Country/Region]. I have known [Immigrant's Name] for [duration of time] and can attest to their character and contributions to our community.

During the time I have known [Immigrant's Name], I have found them to be [describe personal qualities, e.g., honest, reliable, kind]. They have consistently demonstrated [mention specific examples of contributions, e.g., volunteer work, employment, cultural involvement], which reflect their commitment to [Country/Region] and its values.

[Immigrant's Name] is not only a good friend but also a respected member of our community. [Provide a specific incident or example that illustrates their character or contributions].

In my opinion, granting [Immigrant's Name] the opportunity to immigrate to [Country/Region] would be a benefit not only to [him/her/them] but also to our society as a whole. I fully support [his/her/their] application and believe that [his/her/their] presence would enrich our community.

Thank you for considering my reference. Please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Relationship to the Immigrant]