

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Immigration Office/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing to provide a personal reference for [Full Name of Applicant], who is applying for immigration to [Country]. I have known [him/her/them] for [duration of time] and can confidently speak to [his/her/their] character and capabilities.  
[Insert here a paragraph describing your relationship with the applicant, including how you know them and any relevant experiences that highlight their character.]

[In this paragraph, share specific examples of the applicant's skills, qualities, and contributions that would make them a valuable addition to the community in the new country. Mention any relevant achievements or attributes that reflect their character.]

I wholeheartedly support [Full Name of Applicant]'s application for immigration. I am confident that [he/she/they] will make a positive impact in [Country] and contribute to the community in many meaningful ways.

Please feel free to contact me if you require any further information.  
Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]