

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

Dear [Recipient's Name],

I am writing to express my support for [Name of the Applicant], who is applying for [specific visa, green card, etc.]. I have known [him/her/them] for [duration] and can confidently attest to [his/her/their] character and capabilities.

[Provide a description of your relationship with the applicant, including how you know them and any relevant experiences you have had together.]

During the time I have known [Applicant's Name], [he/she/they] has consistently demonstrated [mention qualities such as responsibility, dedication, compassion, etc.]. [Include specific examples that illustrate these qualities.]

I believe that granting [Name of the Applicant] [his/her/their] request for [immigration status] would not only benefit [him/her/them] personally but also positively impact our community. [Mention any contributions the applicant has made to the community or potential future contributions.]

Thank you for taking the time to consider my letter of support. I am confident that [Applicant's Name] will be a valuable asset wherever [he/she/they] goes.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]