

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Authorities' Name]
[Department/Office Name]
[Address]
[City, State, Zip Code]

Dear [Immigration Authorities' Name or "To Whom It May Concern"],
I am writing to serve as a character reference for [Applicant's Full Name], who is applying for [specific immigration status, e.g., permanent residency, visa, etc.]. I have known [Applicant's Name] for [duration] and during this time, I have come to know them as [describe your relationship, e.g., friend, coworker, etc.].

Throughout our relationship, I have found [Applicant's Name] to be [list positive traits such as honest, hardworking, compassionate, etc.].

[Provide a specific example or anecdote that illustrates their character].

[Describe any contributions the person has made to the community, their work ethic, and any other relevant information that supports their application].

I strongly believe that [Applicant's Name] would be a valuable asset to [the community/nation] and I wholeheartedly support their application for [specific immigration status].

Should you require any more information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Occupation, if applicable]