

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name], who is applying for [specific immigration status or program]. I have known [Applicant's Name] for [duration of time] in my capacity as [Your Position/Relationship to the Applicant].

During this time, I have been impressed by [his/her/their] [specific qualities or skills related to the application, e.g., work ethic, integrity, contributions to the community, etc.]. [Provide examples or anecdotes that illustrate these qualities.]

[Applicant's Name] has demonstrated [additional traits or experiences that underscore the applicant's suitability for immigration, such as cultural adaptability, professional achievements, etc.].

I wholeheartedly support [his/her/their] application and believe [he/she/they] will be a valuable asset to [mention the community or country they are applying to].

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

Sincerely,

[Your Name]
[Your Position/Relationship to Applicant]
[Your Organization, if applicable]