

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

Dear Visa Officer,

I am writing to provide a reference for [Applicant's Name] who is applying for a GBA visa. I have known [Applicant's Name] for [duration] in my capacity as [Your Position/Relationship to Applicant].

[Applicant's Name] has always demonstrated [insert qualities or attributes relevant to the visa application, such as integrity, responsibility, or financial stability]. In my experience, they have consistently shown [describe specific examples or instances that showcase their positive reputation or character].

I believe that [Applicant's Name] will contribute positively to the [Destination] community and is indeed deserving of the GBA visa. Should you require any further information, please feel free to contact me.

Thank you for considering this reference.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Company/Organization, if applicable]
[Your Relationship to the Applicant]