

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

Visa Officer

[Consulate or Embassy Name]
[Consulate or Embassy Address]
[City, State, Zip Code]

Dear Visa Officer,

I am writing to provide a character reference for [Applicant's Full Name], who is applying for a visa to Hong Kong. I have known [Applicant's First Name] for [duration of time] as [explain your relationship, e.g., a colleague, friend, etc.].

During this time, I have been consistently impressed with [Applicant's First Name]'s character, integrity, and professionalism. [He/She/They] has always demonstrated a strong sense of responsibility and respect towards others. [Provide specific examples of positive qualities and experiences].

I believe that [Applicant's First Name] will contribute positively to the community in Hong Kong. [His/Her/Their] commitment to [mention any relevant skills or activities related to the visa purpose] makes [him/her/them] an excellent candidate for a visa.

Please feel free to contact me if you require any further information or clarification.

Thank you for considering this reference.

Sincerely,

[Your Name]
[Your Title/Occupation]
[Your Company/Organization, if applicable]
[Your Signature, if sending a hard copy]