

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

Dear [Recipient's Name],

I am writing this letter to provide a character reference for [Applicant's Name] in support of their immigration application. I have had the pleasure of knowing [Applicant's Name] for [duration of time] and during this time, I have been consistently impressed by their [adjective to describe character, e.g., integrity, kindness, dedication].

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

[Provide specific examples of the applicant's positive qualities and contributions to the community, workplace, or other relevant settings.]

I believe that [Applicant's Name] would be a valuable addition to [Country/Community] and will positively contribute to society.

[His/Her/Their] commitment to [values, e.g., community service, family, etc.] demonstrates [his/her/their] readiness to embrace the opportunities in [Country].

Thank you for considering this reference in [Applicant's Name]'s immigration process. Should you need further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Relationship to the Applicant]