

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

Dear [Consul/Immigration Officer's Name],
I am writing to provide a character reference for [Applicant's Full Name], who is applying for a visa to [Country]. I have known [Applicant's Name] for [duration of your relationship] as [your relationship, e.g., friend, colleague, mentor], and I believe they are a person of good character and integrity.

[In this paragraph, provide a brief description of the applicant, including their background, skills, and any relevant achievements.] Throughout the time I have known [Applicant's Name], they have consistently demonstrated [positive traits, e.g., responsibility, honesty, commitment]. I have witnessed firsthand their [specific examples that illustrate the applicant's character and abilities].

I have no doubt that [Applicant's Name] will represent themselves positively while in [Country] and will comply with all legal requirements and regulations. I wholeheartedly support their visa application and believe that granting them a visa will benefit not only them but also the broader community in [Country].

Please feel free to contact me if you require any further information or clarification regarding [Applicant's Name]'s character.

Sincerely,

[Your Name]
[Your Title/Occupation if relevant]
[Your Signature if sending a hard copy]