

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Department/Organization Name]
[Address of Department/Organization]
[City, Province, Postal Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name], who is applying for immigration to Canada. I have known [Applicant's Name] for [duration of your relationship] and can attest to their character and integrity.

During the time I have known [Applicant's Name], I have been consistently impressed by their [mention specific qualities, e.g., work ethic, honesty, kindness]. [Provide an example or anecdote that illustrates their character].

[Applicant's Name] is a [describe their profession, skills, or relevant experience] and has contributed positively to [mention any community involvement, volunteer work, or professional achievements]. Their ability to [mention any relevant skills or qualities that make them a good fit for Canada] will surely benefit the community.

I wholeheartedly support [Applicant's Name]'s application for immigration and believe they will be a valuable addition to Canada. If you have any questions or require further information, please feel free to contact me. Thank you for considering my recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Applicant]