

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

Dear [Recipient's Name],

I am writing this letter to support [Applicant's Name] in their application for immigration to Canada. I have known [Applicant's Name] for [duration], and have had the pleasure of witnessing their [describe relationship - e.g., professionalism, character, dedication].

[Provide specific examples of the applicant's skills, character, and contributions. This could include professional achievements, community involvement, or personal attributes that would benefit their immigration application.]

[Applicant's Name] has consistently demonstrated qualities such as [list qualities, e.g., integrity, work ethic, leadership skills]. I strongly believe that they will be an asset to the Canadian community and contribute positively to society.

I wholeheartedly recommend [Applicant's Name] and am confident that they will thrive in Canada. Should you require any further information, please do not hesitate to contact me.

Thank you for considering this reference.

Sincerely,

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