

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

[Visa Officer's Name]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Reference Letter for [Applicant's Full Name]

Dear [Visa Officer's Name],

I am writing to support the visa application of [Applicant's Full Name], who is applying for a [type of visa] visa to [country] for [purpose of visit, e.g., tourism, business, study].

I have known [Applicant's Full Name] for [duration of acquaintance] and can confirm their character and intentions regarding this visit. During this time, I have witnessed their [positive traits like responsibility, trustworthiness, etc.].

[Provide specific examples of your relationship and any relevant context that establishes credibility].

I can assure you that [Applicant's Full Name] will return to [home country] after their visit, as they have [mention any ties to home country, such as family, job, or property].

Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Relationship to Applicant, if applicable]