

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

[Recipient's Name]  
[Recipient's Title]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to support [Visitor's Name] in their application for a visitor visa to New Zealand. I have known [Visitor's Name] for [duration of your relationship], and during this time, I have witnessed their genuine desire to visit New Zealand for [purpose of visit, e.g., tourism, family visit].

[Visitor's Name] is a responsible and trustworthy individual who [insert positive traits or evidence of ties to home country, e.g., employment, family, community involvement].

During their stay in New Zealand, [Visitor's Name] intends to visit [specific places or activities planned] and will be staying at [accommodation details]. I assure you that they will return to [home country] after their visit as [insert reasons for return].

Please feel free to contact me should you require any further information to assist in their application.

Thank you for considering this reference letter.

Sincerely,

[Your Name]  
[Your Relationship to the Visitor]