

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

Immigration New Zealand
[Address of the relevant Immigration Office]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing this character reference letter for [Applicant's Full Name], who is applying for a visa to New Zealand. I have known [Applicant's Name] for [duration] and can vouch for their character and integrity.

[Provide a brief introduction of your relationship with the applicant and your qualifications to speak on their behalf. Mention your professional background if relevant.]

Throughout the time I have known [Applicant's Name], [he/she/they] has consistently demonstrated [positive traits or qualities, e.g., honesty, reliability, respectfulness]. [Provide specific examples or anecdotes that illustrate these qualities.]

In addition to [his/her/their] commendable character, [Applicant's Name] has made significant contributions to [mention any community service, professional achievements, or contributions relevant to the application]. [Give details about these contributions.]

I believe that [Applicant's Name] would be a valuable addition to New Zealand and would contribute positively to the community. [He/She/They] possesses the qualities and skills that align with the values and standards of New Zealand society.

Please feel free to contact me via [phone number or email] should you require any further information or clarification.

Thank you for considering this letter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]