

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Immigration Office/Department Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name or "To Whom It May Concern"],
I am writing this character reference letter in support of [Applicant's Full Name] as part of their immigration application to New Zealand. I have known [Applicant's Name] for [duration of time] in my capacity as [your relationship to the applicant, e.g., friend, colleague, etc.]. Throughout our relationship, I have consistently found [Applicant's Name] to be a person of high integrity, responsibility, and compassion. [He/She/They] exhibits remarkable qualities such as [list a few positive traits, e.g., honesty, reliability, kindness]. [Include a specific example or anecdote that illustrates these qualities]. Additionally, [Applicant's Name] is dedicated to [mention any relevant skills, contributions, or community involvement], which I believe align with the values and needs of New Zealand. I am confident that [he/she/they] will contribute positively to the community in New Zealand. In conclusion, I highly recommend [Applicant's Name] for immigration to New Zealand. I believe [he/she/they] will be an asset to your society and will uphold the values that New Zealand cherishes. Should you require any further information or clarification, please do not hesitate to contact me.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]