

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Immigration Office or Organization Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you in support of [Applicant's Name]'s application for immigration to New Zealand. I have known [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant, e.g., employer, colleague, friend].

During this time, I have found [Applicant's Name] to be [describe qualities--e.g., hardworking, reliable, skilled]. [He/She/They] has demonstrated [specific examples of skills or attributes relevant to the immigration process, e.g., leadership, community involvement].

[Applicant's Name] has also contributed to [mention any relevant community services, professional achievements, or contributions]. I believe that [he/she/they] will be a valuable asset to the New Zealand community and bring [specific traits or skills] to the country.

I wholeheartedly recommend [Applicant's Name] for immigration to New Zealand and am confident that [he/she/they] will make a positive impact.

Thank you for considering this reference. Please do not hesitate to contact me should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]