

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

[Recipient's Name]  
[Recipient's Position]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to support [Applicant's Name]'s application for permanent residency in [Country]. I have known [him/her/them] for [duration] as [describe your relationship, e.g., a colleague, neighbor, friend]. Throughout our relationship, I have observed [Applicant's Name] demonstrate admirable qualities such as [mention specific qualities: responsibility, dedication, community involvement]. [He/She/They] have contributed positively to [community/workplace] by [provide specific examples of contributions].

[Applicant's Name] is a well-respected individual who has built strong relationships with those around [him/her/them]. [He/She/They] embody the values and characteristics that make [him/her/them] an ideal candidate for permanent residency.

I wholeheartedly endorse [Applicant's Name]'s application and believe that [he/she/they] will be a valuable addition to [Country]. Please do not hesitate to contact me if you require any further information.

Thank you for considering this reference.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Company/Organization] (if applicable)