

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name], who is applying for an SZ Visa. I have known [Applicant's Name] for [duration of your relationship], during which [he/she/they] has demonstrated [qualities/skills relevant to the visa application].

[Discuss the applicant's qualifications, character, and any relevant experiences that support their visa application. Provide specific examples to substantiate your points.]

I wholeheartedly support [Applicant's Name]'s application for the SZ Visa and believe [he/she/they] will [contribute positively to your organization/country, etc.].

Thank you for considering this reference letter. If you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Organization]