

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name or "To Whom It May Concern"]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to provide a character reference for [Applicant's Name] in support of their visa application. I have known [Applicant's Name] for [duration of time] as [relationship, e.g., a friend, colleague, etc.], and I can confidently attest to their character and integrity. During the time I have known [Applicant's Name], they have demonstrated [specific qualities: honesty, reliability, etc.]. [Provide an example or anecdote that illustrates these qualities].
[Applicant's Name] is also [mention any relevant skills or attributes that may support their visa application, such as cultural adaptability or community involvement]. I believe that they will be a positive representative of [their home country] while abroad and will contribute positively to [destination country].

I wholeheartedly support [Applicant's Name]'s visa application and believe they will comply with all regulations and responsibilities associated with their visit. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this reference.

Sincerely,

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