

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reference Letter for YB Visa Application

I am writing to provide my reference for [Applicant's Name] in support of their YB visa application.

[Paragraph outlining your professional relationship with the applicant, including how long you have known them and in what capacity.]

[Paragraph detailing the applicant's qualifications, skills, and attributes relevant to their visa application and the purpose of their visit/stay.]

[Paragraph expressing your confidence in the applicant's intentions and character, as well as any relevant personal anecdotes or examples.]

In conclusion, I strongly endorse [Applicant's Name] and fully support their YB visa application. Please feel free to contact me if you require any further information.

Sincerely,

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