

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[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], who is applying for a visa to New Zealand. I have known [Applicant's Name] for [duration of your acquaintance] in my capacity as [your relationship to the applicant, e.g., a friend, colleague, mentor]. During the time I have known [him/her/them], I have found [Applicant's Name] to be [describe positive qualities, e.g., trustworthy, honest, reliable]. [Provide specific examples or anecdotes that illustrate these qualities.]

[Applicant's Name] has demonstrated [mention any relevant experiences, skills, or contributions that showcase the applicant's character and suitability for the visa]. [He/She/They] has a strong commitment to [mention relevant values or societal contributions, e.g., community service, volunteer work].

I believe that [Applicant's Name] will positively contribute to the New Zealand community and adhere to the values and expectations of life there. I fully support [his/her/their] application and am confident that [he/she/they] will be an asset.

Should you require any further information or clarification, 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 Printed Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)