

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for a New Zealand visa application. I have known [him/her/them] for [duration] in my capacity as [your relationship to the applicant, e.g., employer, professor, etc.], and can attest to [his/her/their] character and abilities.

During my time working with [Applicant's Name] at [Company/Organization Name], [he/she/they] demonstrated [specific skills or qualities relevant to the visa application, e.g., professionalism, dedication, etc.].

[Provide specific examples of the applicant's achievements or contributions.]

[Applicant's Name] is not only [a skilled professional/committed student], but also [describe personal attributes, e.g., highly reliable, adaptable, culturally aware]. I believe that [his/her/their] move to New Zealand will not only benefit [him/her/them], but also contribute positively to the community.

In conclusion, I strongly recommend [Applicant's Name] for [the visa type, e.g., skilled migrant, work visa, study visa, etc.], and I am confident [he/she/they] will make a valuable addition to [New Zealand/community/field]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]