

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Immigration Office/Consulate Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a character reference for [Applicant's Name], who is applying for [specific visa/residency status]. I have known [him/her/them] for [duration] as [describe your relationship]. During this time, I have found [Applicant's Name] to be [positive qualities and characteristics]. [He/She/They] has consistently demonstrated [specific examples of good character or contributions to the community].

I believe [Applicant's Name] will be a valuable addition to [country/community]. Please feel free to contact me if you require any further information.

Sincerely,

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