

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

[Recipient's Name]
[Recipient's Title]
[Immigration Office/Agency Name]
[Office 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 Full Name], who is applying for immigration to [Country/Specific Visa Type]. I have known [Applicant's Name] for [duration of time] and can attest to their character, integrity, and contributions to the community.

During the time I have known [Applicant's Name], I have witnessed their [list specific qualities or examples of positive behavior, such as work ethic, kindness, responsibility, etc.]. [Provide a short anecdote or example that illustrates these qualities].

[Applicant's Name] is a [mention any relevant profession or role] and has made significant contributions in [briefly describe contributions, community involvement, or skills]. Their dedication to [specific cause or activity] highlights their commitment to [community/society].

I wholeheartedly support [Applicant's Name] in their immigration application and believe that they will be a beneficial addition to [the country or community].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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