

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

Dear [Recipient's Name],

I am writing this letter to provide a reference for my [relationship, e.g., cousin, sister] [Relative's Full Name], who is applying for immigration status in [Country].

I have known [Relative's Name] for [duration of time] and have had the opportunity to witness [his/her/their] character and capabilities firsthand. [He/She/They] has consistently demonstrated [positive traits/qualities, e.g., kindness, responsibility, etc.].

[Provide specific examples of your relationship and any relevant experiences that highlight the positive attributes of your relative. You may include anecdotes, descriptions of achievements, or contributions to the community.]

I wholeheartedly support [Relative's Name]'s application and believe that [he/she/they] will contribute positively to the [community/country].

[He/She/They] is a hardworking individual with strong values, and I have no doubt that [he/she/they] will thrive in [Country].

Please feel free to contact me if you require any further information or clarification regarding [Relative's Name].

Thank you for considering this reference.

Sincerely,
[Your Name]