

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Court's Name]  
[Court's Address]  
[City, State, Zip Code]

Re: Reference Letter for [Immigrant's Name]

Dear Honorable Judge [Judge's Last Name],

I am writing to you in regard to the immigration proceedings of [Immigrant's Name], who is currently facing [specific immigration issue, e.g., deportation, adjustment of status]. I have known [Immigrant's Name] for [duration of acquaintance] and can attest to their character and contributions to our community.

[Paragraph detailing your relationship with the immigrant and their positive qualities. Mention specific examples of their community involvement, work ethic, and character traits.]

In my observations, [Immigrant's Name] has consistently demonstrated [list of positive traits and contributions]. [He/She/They] have become an integral part of our community and have made a positive impact on the lives of those around [him/her/them].

[Optional paragraph discussing the potential consequences of their removal or difficulties they might face if deported.]

I respectfully urge the court to consider [Immigrant's Name]'s plea for [specific outcome, e.g., remaining in the country, obtaining a visa]. I believe that granting [him/her/them] the opportunity to continue contributing to our community would be in the best interest of all.

Thank you for considering my perspective on this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]