

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

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name], who is seeking immigration sponsorship. I have known [him/her/them] for [duration] and can attest to [his/her/their] character, skills, and contributions.

[In this paragraph, describe your relationship with the applicant, including how you know them and the context of your association.]

[Next, highlight the applicant's qualifications, skills, and any relevant experience that would support their case for immigration sponsorship. Include specific examples if possible.]

I believe that [Applicant's Name] would be an asset to [Company/Community] and am confident that [his/her/their] presence here will be beneficial. [State any additional information that supports your recommendation.]

Thank you for considering this reference. If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]