

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for my friend, [Friend's Name], who is applying for immigration to [Country]. I have known [Friend's Name] for [number] years, and I can confidently attest to their character and integrity.

During our friendship, I have witnessed [Friend's Name] demonstrate qualities such as [list a few positive traits, e.g., honesty, reliability, kindness]. One instance that stands out is [briefly share a specific example that highlights their character].

[Friend's Name] has also contributed positively to our community by [mention any volunteer work, community involvement, or other relevant activities]. This speaks volumes about their commitment to making a positive impact in society.

I firmly believe that [Friend's Name] will be a valuable addition to [Country] and will contribute positively to its diverse culture. I wholeheartedly support their application and am confident that they will succeed in their new environment.

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

Sincerely,
[Your Name]