

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

Dear [Recipient's Name],

I am writing to provide a personal reference for [Candidate's Full Name], who is applying for immigration to [Country/Region]. I have known [Candidate's First Name] for [duration] as [his/her/their] [friend, colleague, etc.], and I can attest to [his/her/their] character, skills, and contributions to our community.

[Describe your relationship with the candidate and how you know them.]

During the time I have known [Candidate's First Name], I have been impressed by [his/her/their] [specific qualities or skills, such as work ethic, dedication, talent, etc.]. [Provide specific examples or anecdotes that illustrate these qualities.]

[Candidate's First Name] is not only a valuable [friend/colleague] but also a person who is committed to [discuss any community involvement, volunteer work, or positive impact on others]. I have no doubt that [he/she/they] will make significant contributions to [specific community or field] in [Country/Region].

In conclusion, I wholeheartedly recommend [Candidate's Full Name] for immigration. I believe [he/she/they] will thrive in [Country/Region] and become a valued member of society. Please feel free to contact me if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if relevant]