

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Visa Application Reference Letter for [Applicant's Name]

Dear Sir/Madam,

I am writing to support the visa application of [Applicant's Name], who is applying for a [type of visa] visa to [country]. I have known [Applicant's Name] for [duration] as [his/her/their] [relationship, e.g., friend, colleague, etc.].

During this time, I have found [Applicant's Name] to be [character traits, e.g., dependable, trustworthy]. [He/She/They] has expressed a strong desire to visit [country] for [purpose of visit, e.g., tourism, business, family visit], and I wholeheartedly endorse [his/her/their] application.

[Include a brief description of the applicant's background, emphasizing any relevant information regarding their ties to their home country and reasons for returning after the visit.]

I am confident that [Applicant's Name] will adhere to the rules and regulations of [country] during [his/her/their] stay. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Title/Occupation, if applicable]