Immigration Reference Letter Template

**[Your Name]**  
[Your Position/Title]   
[Company/Organization Name, if applicable]  
[Your Full Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

**To Whom It May Concern**,

**RE: Reference Letter for [Applicant’s Full Name]**

I am writing this letter in support of the immigration application of **[Applicant’s Full Name]**, who I have known for **[number of years]** as a **[friend/colleague/employee/community member/etc.]**. I am pleased to provide this character reference based on my personal experience and professional relationship with [him/her/them].

I am a [your profession or role] and have been working in [industry or field] for over [number] years. I have had the privilege of knowing [Applicant's Name] since [year], and throughout this time, I have found [him/her/them] to be a person of exceptional integrity, responsibility, and kindness.

[If employer or supervisor:]  
[Applicant’s Name] has been employed at [Company Name] since [Start Date], where [he/she/they] works as a [Job Title]. During this time, [he/she/they] has consistently demonstrated a strong work ethic, excellent communication skills, and a deep commitment to professional excellence. [He/She/They] is highly respected by colleagues, clients, and supervisors alike. [Insert example of work performance or character.]

[If friend or community leader:]  
As a [friend/community member], I have observed [Applicant’s Name]'s character and behavior in various social and community settings. [He/She/They] is actively involved in [church/community/volunteer work], always ready to lend a helping hand, and deeply committed to contributing positively to society. [Insert example that highlights reliability, compassion, or service.]

In addition to [his/her/their] personal and professional qualifications, [Applicant’s Name] has shown a sincere appreciation and respect for the values and laws of [United States/other country], and [he/she/they] is eager to continue contributing meaningfully to our community. I truly believe that granting [Applicant’s Name] immigration status would not only benefit [him/her/them] but also enrich the community at large.

I fully support [Applicant’s Name] in [his/her/their] immigration process and respectfully urge you to consider this letter as a strong endorsement of [his/her/their] character, values, and contributions. Please feel free to contact me if you require any further information.

Thank you for your time and consideration.

Sincerely,  
**[Your Full Name]**  
**[Your Signature if sending a hard copy]**  
**[Title/Occupation]**  
**[Contact Information]**

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