Immigration Reference Letter Template

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

**To Whom It May Concern,**

I am writing this letter in strong support of **[Applicant’s Full Name]** and their application for [specify: a visa/permanent residency/asylum] in [Country Name]. My name is **[Your Name]**, and I have had the privilege of knowing **[Applicant’s First Name]** for the past [number] years in my capacity as [state your relationship—e.g., employer, colleague, friend, community member].

During this time, I have come to know **[Applicant's First Name]** as a person of outstanding character, unwavering integrity, and commendable dedication. In both personal and professional settings, they have consistently demonstrated qualities that would make them a valuable asset to any community or country. Their compassion, sense of responsibility, and commitment to ethical behavior are truly exceptional.

Professionally, **[he/she/they]** has shown remarkable skill and diligence. As a [job title or occupation], **[Applicant’s First Name]** consistently exceeds expectations, completes tasks with precision, and works effectively with diverse groups of people. Their strong work ethic, adaptability, and initiative are evident in every role they take on. I have witnessed firsthand their ability to lead and collaborate, qualities that contribute positively to the workplace and broader community.

Moreover, **[Applicant’s First Name]** is actively involved in [mention any community, volunteer, or civic activities if applicable], displaying a genuine desire to contribute meaningfully to society. They are respectful of others, adhere to the law, and uphold the principles of fairness and justice—values that align closely with those of [Country Name].

I have no doubt that **[Applicant’s Full Name]** will make significant and lasting contributions if granted the opportunity to live in [Country Name]. I wholeheartedly recommend them for immigration status and urge the relevant authorities to give their application the utmost consideration. Please feel free to contact me at [phone number] or [email address] should you require any additional information or clarification.

Thank you for your time and attention.

Sincerely,  
**[Your Full Name]**  
**[Your Signature, if submitting a hard copy]**

Immigration Reference Letter Sample

**Emily Richards**  
Senior Project Manager  
BrightPath Solutions Inc.  
225 Willow Creek Road  
Portland, OR 97205  
(503) 555-0132  
emily.richards@brightpath.com  
**July 14, 2025**

**To Whom It May Concern,**

I am writing this letter in strong support of **Mr. Daniel Martinez** and his application for permanent residency in the United States. My name is **Emily Richards**, and I have had the pleasure of knowing Daniel for over six years, both as his direct supervisor at BrightPath Solutions Inc. and as a personal acquaintance through community volunteer programs.

During this time, Daniel has proven himself to be an individual of exceptional integrity, responsibility, and compassion. He joined our team in 2019 as a software developer and quickly rose through the ranks due to his outstanding technical skills, commitment to excellence, and collaborative spirit. His problem-solving abilities and attention to detail have played a crucial role in the success of several major projects.

In addition to his professional accomplishments, Daniel is a model community member. He actively volunteers at the Eastside Food Bank and mentors high school students interested in STEM careers. His kindness, humility, and sense of civic duty are truly admirable.

Daniel is a person who uplifts those around him and enriches every environment he is part of. He respects the law, embraces diversity, and consistently acts in ways that align with the values of the United States. I have no doubt that he will continue to make significant contributions—both professionally and socially—if granted the opportunity to remain in this country.

I wholeheartedly recommend Mr. Daniel Martinez for permanent residency and urge the relevant authorities to consider his application favorably. Should you need any additional information, please feel free to contact me at (503) 555-0132 or emily.richards@brightpath.com.

Thank you for your time and consideration.

Sincerely,  
**Emily Richards**