

Formal Letter of Recommendation for Immigration Purposes

Note: Update all sections in brackets with the relevant information.

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

Immigration Officer
[Immigration Office Address]

Dear Sir/Madam,

I am writing to formally recommend [Applicant's Full Name] for immigration consideration. I have known [Applicant's Name] for [duration] in my capacity as [your relationship, e.g., employer, teacher, colleague], and I can confidently attest to their [mention qualities such as integrity, work ethic, skills]. [Provide specific examples showcasing the applicant's character and achievements].

I believe [Applicant's Name] will be a valuable addition to your community and I strongly support their application.

Sincerely,

[Your Name]
[Your Position]