

# Reference Letter Format for Immigration Sponsorship

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

[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Reference Letter for [Applicant's Full Name] – Immigration Sponsorship

Dear Sir/Madam,

I am writing to provide a reference for **[Applicant's Full Name]** in support of their application for immigration sponsorship. My name is **[Sponsor's Name]** and I am currently employed as **[Your Occupation]** at **[Employer/Organization Name]**. I have known **[Applicant's Name]** for **[length of relationship]** as [describe relationship, e.g. friend, relative, colleague], and I am pleased to act as their sponsor.

During our acquaintance, I have consistently found **[Applicant's Name]** to be of outstanding character, demonstrating integrity, responsibility, and diligence. [He/She/They] is highly respectful of others, law-abiding, and well-integrated in our community. **[Applicant's Name]** is also talented in [mention particular skills or qualifications], making a positive contribution wherever possible.

I hereby confirm my full support for **[Applicant's Name]** in their application for immigration. I am committed to providing both financial and emotional support as required by your regulations. I am confident that **[Applicant's Name]** will be an asset to your country, both socially and economically.

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]