

# Reference Letter Sample for Schengen Visa Application

A **reference letter sample for Schengen visa application** is a crucial document that supports the applicant's visa request by providing verified information about their background, purpose of visit, and financial stability. This letter typically includes details such as the applicant's relationship with the referee, their intent to return to their home country, and assurances of their trustworthy character. Utilizing a well-structured reference letter sample helps ensure that the content is clear, credible, and aligned with Schengen visa requirements, thereby enhancing the chances of a successful visa application.

## Sample Reference Letter

[Your Name]

[Your Position, e.g. Manager, Professor]

[Your Company/Organization/Institution]

[Address Line 1]

[City, Country, Zip Code]

[Email Address]

[Phone Number]

[Date]

**To Whom It May Concern,**

I am writing this letter to support the Schengen visa application of **[Applicant's Name]**, who has been known to me for [duration] as my [relationship, e.g. employee, student, colleague, friend].

**[Applicant's Name]** is planning to travel to [Schengen Country/Countries] from [start date] to [end date] for the purpose of [state purpose: tourism/business/family visit, etc.]. During their stay, they will [briefly describe activities, e.g. attend meetings, visit family, travel for tourism].

I would like to confirm that **[Applicant's Name]** is a responsible individual with stable ties in [Home Country], including [mention job, family, academic or property commitments]. They have always demonstrated integrity and reliability in their dealings. Based on my knowledge of their character and situation, I am confident they will abide by the regulations of the Schengen zone and return to their home country upon completion of their visit.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Full Name]