

# Reference Letter with Personal Recommendation for Immigration Purposes

[Your Name]  
[Your Position/Relationship to Applicant]  
[Your Organization/Company, if applicable]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am writing to provide a personal reference and strong recommendation for [Applicant's Full Name] in support of their immigration application to [Country]. I have had the privilege of knowing [Applicant's Name] for [number] years in my capacity as [relationship: e.g., supervisor, colleague, mentor, community leader] at [place or organization].

Throughout this time, I have found [Applicant's Name] to be an individual of exemplary character and integrity. [He/She/They] demonstrates a strong work ethic, reliability, and a genuine commitment to contributing positively to the community. [He/She/They] consistently exhibit(s) qualities such as honesty, responsibility, and compassion in both professional and personal interactions.

[Insert 1-2 specific examples of the applicant's positive qualities, accomplishments, or contributions, e.g.: "For example, during [project/event/situation], [Applicant's Name] showed exceptional leadership and teamwork by..."]

I am confident that [Applicant's Name] will integrate well into [Country] and make valuable contributions to society. [He/She/They] is truly deserving of the opportunity to become a member of your community, and I offer my full support for [his/her/their] application.

Please feel free to contact me at [your email] or [your phone number] if you require any more information or would like to discuss [Applicant's Name] further.

Sincerely,  
[Your Name]