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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

To Whom It May Concern,

I am writing to provide a reference for **[Friend's Name]** who is applying for immigration. I have known **[Friend's Name]** for **[Number of Years]** years and can attest to their good character, morals, and work ethic.

**[Friend's Name]** is a highly motivated individual who has always conducted themselves with honesty, integrity, and respect towards others. They are a person of high morals and values and always strive to do the right thing in all situations.**[Friend's Name]** is reliable, responsible, and hardworking and has always displayed a positive attitude towards their work.

As a close friend, I have had the opportunity to observe **[Friend's Name]** in various situations and can confirm that they are a trustworthy and dependable individual. They have always been there for me whenever I needed their help and support.

I highly recommend **[Friend's Name]** for immigration and believe that they would be an asset to any community they become a part of. Please do not hesitate to contact me if you require any further information.

Sincerely,

**[Your Name]**

**[Your Contact Information]**