**LETTER TEMPLATE**

**REFERENCE LETTER FOR IMMIGRATION**

**[Date]**

**[Name of Recipient]**

**[Address of Recipient]**

**[City, State, Zip code]**

To whom it may concern:

It is my great pleasure to provide this immigration reference letter on behalf of my good friend **[Name of Referred Person]** who has applied immigration to **[Name of Country]** from **[Originating Country].**

My name is **[Name of Referring Person].** I am a **[occupation of referring person]** in the **[Name of country].** I have known **[Name of Referred Person]** for **[number]** years. I met **[him/her] [number]** years ago when I was working in **[name of place or company]** and found **[him/her]** to be quite the respectable and kind person. **[He/She]** is sincere with **[his/her]** dealings and treats everyone with respect and kindness. **[He/She]** is like family to me.

**[Name of Referred Person]** is an honest and hardworking **[man/woman].** **[His/Her]** family has lived in **[Name of Country]** and **[he/she]** desires to join them. **[He/She]** is already a vital and recognized member of the community where **[he/she]** lives and is an active participant for charity works and outreach programs. I recommend that **[he/she]** be considered for naturalization as soon as possible. **[Men/Women]** like **[Name of Referred Person]** are needed in this great country.

For any additional details or questions regarding **[Name of Referred Person],** please feel free to contact me at **[number]** and I would be more than happy to discuss further.

Yours sincerely,

**[Signature]**

**[Name of Referring Person]**

**[Address]**

**[Contact Information]**