To Whom This May Concern:

I am writing this reference letter on behalf of [name of immigration applicant], a friend who has recently applied to immigrate to our great nation.

My name is [your name] and I have had the privilege of knowing [name of immigration applicant] for [period]. I consider him to be a man of great character, and he has earned my respect and high regard. [Insert brief details about how you met the applicant and where].

Upon spending my time with him, I have come to realize that he has characteristics that are considered to be of great value in this country. I found that he has great work ethic, integrity, and kindness -- values that make a great citizen. As someone who has seen him in his professional and personal environment, I can attest that he will thrive well in this country. He has spent a great amount of time waiting patiently for his application to finally go through, and for him to be able to finally go forward in his life by moving to our country.

[Insert more personal details to appeal the immigration applicant’s case].

I am very happy to let you know that this person is honest, dependable, and conscientious, not only in the presence of his superiors, but to everyone else, as well. It is a great honor for me to know him, and find it a privilege to be his friend.

If you need any more information regarding [name of immigration applicant], please feel free to contact me via phone [insert phone number] or through email at [insert email address]. I will be more than happy to answer your questions in this regard.

Thank you for your time and have a good day ahead.

Sincerely,

(Your name and signature)