**CHARACTER REFERENCE LETTER**

**FOR IMMIGRATION**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of sender]

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [street address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [city, state, zip]

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of recipient]

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [street address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [city, state, zip]

**Re: Character Reference - [applicant’s name]**

To Whom It May Concern:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s name], and I’m writing to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] who recently applied to immigrate to the United States.

I was born on \_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s birth date] in \_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s address], and I’ve known \_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] for \_\_\_\_\_\_\_\_\_\_\_ years now. During that time, I’ve known them to be diligent, open-minded, and kind-hearted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] works as [applicant’s occupation] at [company name], and we have been co-workers for over \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [work period]. All this time, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] has shown themselves only from the best side as a reliable colleague and a hardworking person. They adhere to the assigned deadlines and show outstanding professional skills. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] is dedicated to work and community, and we cannot imagine our team without them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[add personal statement]

I believe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] can be a role model for everyone in our community, and I strongly support them in the desire to secure permanent residency in the United States.

I appreciate the opportunity to speak on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] and feel honored they chose me to write this reference letter. If you have any questions, feel free to ask them whenever you need to. Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s phone number] or \_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s email].

 Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [sender’s name]