[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]