**IMMIGRATION REFERENCE LETTER FOR A FRIEND**

[SENDER’S NAME]

[SENDER’S STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

[DATE]

[DEPARTMENT OF IMMIGRATION]

[IMMIGRATION STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

**SUBJECT: IMMIGRATION REFERENCE LETTER FOR [NAME OF FRIEND]**

To Whom It May Concern:

I am [STATE YOUR NAME], of legal age, and a bona fide citizen of [STATE NAME OF COUNTRY WHERE FRIEND IS IMMIGRATING TO] working as a [JOB POSITION] at [STATE NAME OF COMPANY] and I am honored and pleased to write this letter on behalf of my childhood friend, [NAME OF FRIEND], who has submitted an application to immigrate to [STATE COUNTRY].

I have personally known [NAME OF FRIEND] since we live in the same neighborhood. We went to the same kindergarten and high school and I have seen how responsible he/she is. He/she is also a very hard working person and very compassionate. We constantly see each other and occasionally attend each other’s family gatherings until last [STATE SEASON], the time when I immigrated in this country. Despite the distance, we have kept constant communication with each other until he/she decided to immigrate also to this country.

Additionally, he/she is honest, trustworthy, and has a very commendable work ethic. He/she has never been involved in any criminal activity nor committed any transgression against the law. I have no qualms of recommending that he/she is granted the immigration status here in [STATE COUNTRY]. I can assure you that he/she will be a great asset of this great nation.

Thank you so much for the time you have spent reviewing my friend’s application as well as this letter and if you need further information or confirmation of the facts on [NAME OF FRIEND]’s application, you can reach me through my personal contact [PROVIDE CONTACT NUMBER] or my personal email [PROVIDE EMAIL ADDRESS], whichever is convenient for you.

Respectfully yours,

[NAME AND SIGNATURE]

[CONTACT DETAILS]