

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference letter on my behalf for my immigration application. As you may know, I am currently in the process of [briefly explain your immigration situation, e.g., applying for a visa, permanent residency, etc.], and a reference letter would greatly support my case.

I have always valued our relationship and believe that you can speak to my character and contributions to our community. Specifically, your insights regarding my [mention relevant qualities, such as dedication, work ethic, community involvement] would be instrumental.

If you are willing, I would appreciate it if you could address the letter to [insert appropriate immigration authority or entity] and include your contact information for verification purposes.

Thank you very much for considering my request. I understand that this may require your time, and I am grateful for your support as I navigate this important process.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]