

# Letter of Reference for [Applicant's Name]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear [Consular Officer's Name],

I am writing to recommend [Applicant's Name] for the position of [Position Title] at [Consulate/Embassy Name]. I have known [him/her/them] for [duration of acquaintance] as [his/her/their] [relationship, e.g., supervisor, professor], during which time I have witnessed [his/her/their] exceptional skills in [relevant skills or traits].

[Insert specific examples of achievements, projects, or traits that make the applicant suitable for the consular position.]

[Applicant's Name] possesses a deep understanding of [relevant topics or areas], making [him/her/them] an ideal candidate for the responsibilities associated with this role.

[His/Her/Their] ability to communicate effectively and work collaboratively has always impressed me.

I am confident that [Applicant's Name] will contribute positively to [Consulate/Embassy Name]. [He/She/They] demonstrates professionalism and dedication in everything [he/she/they] does.

Thank you for considering this application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]