

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Character Reference for [Applicant's Name]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant's Name], who is applying for visa sponsorship. I have known [Applicant's Name] for [duration] in my capacity as [your relationship, e.g., colleague, supervisor, etc.].

During this time, I have had the opportunity to observe [his/her/their] work ethics, professionalism, and dedication. [He/She/They] consistently demonstrate[s] strong interpersonal skills, a positive attitude, and an admirable commitment to [his/her/their] responsibilities.

I have no doubt that [Applicant's Name] would be a valuable asset within your organization and in the community. [He/She/They] possess[es] the quality of being a dependable, honest, and hard-working individual who respects diverse cultures and values.

If you require any further information or would like to discuss [Applicant's Name]'s candidacy in more detail, please feel free to reach out to me at [your phone number] or [your email address].

Thank you for considering this reference for [Applicant's Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Company/Organization Name]