

Sender's Name  
Sender's Address  
City, State, Zip Code

DATE

Department of Immigration  
Address  
City, State, Zip Code

Re: Character reference letter for immigration of NAME OF CANDIDATE

To Whom It May Concern:

My name is NAME and I work as an elementary school teacher at NAME OF SCHOOL in CITY, STATE. This letter is a character reference for NAME OF CANDIDATE to immigrate to the United States. I have known NAME OF CANDIDATE for more than three years when I was an exchange teacher in India. We taught at the same school and worked side by side as teachers, on special projects for the school such as festival days and saw each other socially as I was invited to her home several times.

Her husband works for NAME OF TECH COMPANY in the U.S. and has been with the company for six years. She would like to immigrate to the U.S. to be with her husband. They have been married for three months and have no children.

I witnessed NAME OF CANDIDATE'S kindness, motivation and dedication to her students when we worked together at NAME OF SCHOOL in India. She is a biology teacher for nine to 12-year old. She gives her own free time to coach the students who have difficulty in the subject.

She is a gentle person in all areas of her life and maintains friendly relations with her siblings who constantly fight with each other. Over the years, we became good friends. She is able to attain a visitor's visa but naturally would like to join her new husband permanently. She is a reliable, hardworking person who would be an asset to our country if she were given a chance to become a citizen.

I have no hesitation in recommending that NAME OF CANDIDATE be granted immigration status in the U.S. Thank you for taking the time to consider my friend and I would be happy to answer any questions you have. My phone number is PHONE NUMBER and my email address is EMAIL ADDRESS

Yours Sincerely,

Sender's signature in black or blue ink  
Sender's name printed