

Character Reference Letter for Friend

{Sender Name}
{Sender Address}
{Sender Town, State, Zip Code}
{Sender Phone Number}

{Date}

{Recipient Name (If known)}
{Recipient Work Address}
{Recipient Town, State, Zip Code}

Dear Sir or Madam,

I am writing on the behalf of **{Name,}** whom I have known for the past **{number}** years, in order to attest to **{his/her}** need for American citizenship.

I have been a **{nature of relationship}** to **{name}** since **{he/she}** **{took classes at my school, joined the organization of which I am president, worked as an intern in my office.}** I have worked with many people over the years, but few have had the kindness, patience and determination that **{Name}** does. Once, **{he/she}** **{memory/anecdote that illustrates the person's best qualities.}** There are very few people who would respond to that kind of stressful situation with such levelheadedness and grace.

While I wish that **{Name}** could stay with us here in **{country of origin,}** forever, **{he/she}** has important and urgent business in America that I hope you will strongly consider while making your decision. **{He/she}** has chosen to move because **{his/her parents are ill there, he/she got an important scholarship, his/her spouse got a job there and left behind him/her and their children, etc.}**

I know that **{Name}** will bring the qualities of talent, dedication and hard work to your country, and contribute to the wealth of your great nation's multicultural melting pot.

Sincerely,

{Sender}