

Character Reference Letter for U.S. Immigration

To Whom It May Concern: _____, 20____

I am writing on the behalf of [name], in order to attest to [his/her] need for U.S. citizenship.

1. My name is [character reference name]. I am age [age], a U.S. citizen and [job title/rank] at [company name] in [city, state]. I have a degree in [subject] from [XYZ University].
2. I have known [name] for [number] years. [He/she] is/was a [relative, friend, employee, co-worker, student, member of same organization, etc.] from [year] to [year] in [city, state].
3. From my personal knowledge, [name] is [kind, polite, honest, trustworthy, well-respected, ethical, hard-working, skilled, etc.]. As my employee, his/her job duties included [duties].
4. One example that I witnessed that demonstrates [his/her] good moral character is when [name] successfully [helped a sick, injured, or elderly person, did volunteer work for a charity, helped victims of a crime, emergency or disaster, etc.] in [year] in [city, state].
5. Another example that I have witnessed that demonstrates [his/her] good moral character is when [name] successfully [second example] in [year] in [city, state].
6. [name] has chosen to move to the United States because [his/her parents, family members are there, his/her spouse has a job there and left him/her and their children behind, etc., he/she has received a scholarship, etc.] I have known [his/her] family member(s) for [number] years because they [are neighbors, members of the same group, work at the same company, etc.] and have frequently seen the strong family bond.
7. Based on my experience, I am confident that [name] will bring desirable qualities of good moral character, job skills, hard work, and help to the United States.
8. I certify that the statements in this letter are true and correct.

I hope that you will strongly consider my recommendation while making your decision.
Please contact me if you need further information.

Thank you for your time and consideration in this matter.

Sincerely,

[character reference name]

[Address]
[Phone] [Email]

State of _____
County of _____

Signed and sworn to (or affirmed) before me on _____, 20____ by [character reference name].

_____ [notary stamp]

Notary Public
My commission expires _____