

Sender's Name
Sender's Address
City, State, Zip Code
Phone Number
Email Address

DATE

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

To Whom It May Concern:

I am pleased to write this letter on behalf of my longtime friend [Friend's Name], who just recently applied to immigrate to our country.

My name is [Sender's Name] and it's been a real privilege to know [Friend's Name] for the last 4 years. I consider him a respectable businessman and great friend. I met him just over 4 years ago while working with him in Thailand. Through his generosity and kindness, he willingly accommodated me while staying in the country and treated me like family.

After spending a good amount of time with [Friend's Name], I came to realize how caring, hardworking, and thoughtful he is overall. [Friend's Name] family, on the other hand, has lived and worked in the U.S. for quite some time. However, due to other contractual commitments, [Friend's Name] could not join them here in the U.S. But, now that he has completed all his obligations successfully, [Friend's Name] is now free to join his family here in the states. He has been patiently waiting a very long time to unite with his lovely wife and three beautiful children.

I am happy to let you know how honest, dependable, peaceful, and conscientious [Friend's Name] is with everyone he meets. It is a great honor for me to know him and consider it a privilege to be his friend.

Please contact me if you need further information.

Sincerely,
Signature of Sender
Printed Name of Sender

Date: *[insert today's date]*

Dear Entry Clearance Officer,

Re: *[insert full name of your guest and their date of birth]*

I am currently studying at the University of Essex and have a *[insert details of your visa i.e. Tier 4]* visa that is valid until *[insert your visa expiry date]*, a copy of my passport and visa is enclosed.

The above named is my *[insert relationship to you i.e. brother]*. *He/She* is planning to visit me *[insert the reason for the visit i.e. whilst on holiday, to attend my graduation]* and will shortly be applying for a visa. The visit is expected to be *from/for [insert arrival and departure dates or duration of visit i.e. one month]* and during this time *he/she* is planning to stay at the following address:

[insert the address for where your visitor plans to stay]

Yours sincerely,

[insert your full name and address]

{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}