

(Lugar y fecha de emisión de la carta)

(Nombre de la Universidad/Escuela)

(Nombre y Apellidos del emisor de la carta)

(Nombre y Apellidos del receptor de la carta)

(Nombre del cargo del receptor de la carta)

Mr/Mrs. \_\_\_\_\_

I am writing this character reference letter for immigration on behalf of \_\_\_\_\_ (Nombre y apellido del recomendado).  
\_\_\_\_\_ (nombre del recomendado) and I have had a  
\_\_\_\_\_ (naturaleza de la relación con el recomendado) relationship for  
\_\_\_\_\_ years (añadir cantidad de tiempo). We met in \_\_\_\_\_ (nombre de la ciudad o país), \_\_\_\_\_ yeas ago when I was visiting \_\_\_\_\_ (explicar naturaleza de la visita).

He is a respectable, trustworthy and kind person. He is also diligent in his work and is highly regarded in \_\_\_\_\_ (empresa dónde trabaja) where he works.

The family or spouse of \_\_\_\_\_ (nombre del recomendado) has lived in the United States for \_\_\_\_\_ (tiempo que ha vivido la familia o cónyuge en EE. UU). He was unable to meet with them for (detallar razones) but has already fulfilled all of his obligations.

I consider it an honor to meet \_\_\_\_\_ (nombre del recomendado).

Please contact us if you want more information..

Sincerely,

(Nombre y Apellidos)

\_\_\_\_\_

(Firma)