

# SAMPLE LETTER

[Senders Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

I am writing on behalf of my friend Kiko Montoya, who has applied to immigrate to the United States.

My name is Arnold Smith, and I have known Kiko for the past five years. He is a good friend and a respectable business person. I met him five years ago when I worked with him in Japan for three years. Through his kindness and generosity, he accommodated me during my stay and treated me as if I were his brother. During our time together I got to know him as a hardworking, caring, and thoughtful person. He is also an upstanding citizen and actively volunteers in helping improve his community.

His family has long lived in the United States, but due to previous contractual commitments, Kiko has been unable to follow them here. Now that he has completed his obligations he is now free to reunite with his family. He has patiently waited a long time to be with them and has worked hard to be a notable and upstanding individual. He is one of the most dependable, conscientious, honest, and peace-loving people I have ever met and would be an excellent addition to our community. I wish I could return the kindness he has shown me and let him feel welcome and at home in our country. I am happy to provide further information if required.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosure: number] - Optional -

cc: [Name of copy recipient] - Optional -