(Date)

To whom it may concern,

Person's Full Name (Person appearing)

I have known (name) for (years) as (state relationship e.g. friend, business associate, etc.). I can vouch for him / her, and say that he / she has been a person of morals and integrity over the time we have known each other.

I can further state that (name) has been immensely dedicated to his family and work, and a loving person towards friends too.

He / She has been known to be helpful and charitable, and is a much-loved person by all.

For your information, I am (state profession / position, and points to prove your own credibility).

Yours faithfully,

(Name)

(Position if applicable).