(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).