Date: 6th October 20XX

To

The Immigration Department head,

33 Paula Lane

Uncasville

Subject: Immigration reference letter for Ms. Sally Simpson

Dear Sir,

My name is Jane Clarks. I am working as HR executive at ABC consulting and I am based in 104 Thomaston Road, Preston CT 06365. I am writing this on behalf of Ms. Sally Simpson, whom I have known for the past seven months, in order to attest her need for UK citizenship.

I have met Ms. Simpson when she reached here seven months ago, at our neighborhood and befriended her. She had come here to join her spouse who is working here. Since her visa status prevents her from working here, she couldn’t do a job here and her spouse’s income is not sufficient for both of them to live a decent life. As per my understanding it is necessary for her to get a permanent visa so that she can do a full time job and support her family.

Yours Sincerely

Signature

Jane Clarks