

# Good Moral Character Letter 1

----- Elementary School

To Whom It May Concern:

Mary Smith is an honest and responsible individual. She provides excellent support for her daughter, who is a 2<sup>nd</sup> grade student at our school. Gina is brought to school and picked up every day by Mrs. Smith. Gina has excellent school attendance. Mrs. Smith attends all parent conferences and meetings concerning her child's progress at school. She is a friendly and engaging parent, and thus I believe she deserves every consideration with her application. Please feel free to contact me with any questions or comments regarding my recommendation for Mary Smith.

Respectfully,

Joe Taylor  
Principal

# Good Moral Character Letter 2

U.S. Citizenship and Immigration Service  
VAWA Unit, Box 1000  
75 Lower Welden Street  
St. Albans, VT 05479-0001

Dear Sir or Madam,

I am writing as a witness to the good moral character of Bob Jones. I am the President of [Company]. [Company] has been in business for 18 years, and has 14 employees. Our reputation for high quality, professional service has resulted in an substantial increase in our business from in 2005 to 2007. We owe that reputation to our outstanding employees like Mr. Jones.

Mr. Jones has worked for [Company] for 6 years as a sales representative. He has consistently performed his duties above expectations. I have worked closely with him and have had a chance to learn a lot about his abilities and quality of judgment. He is reliable, honest, principled and responsible. [Please give an example of a situation in which he showed one of these qualities]. I would not hesitate to recommend him to another employer, and I believe he is a valuable contributor to American society. I hope you will grant Mr. Jones the immigration benefit he has applied for.

Please do not hesitate to contact me at [phone or email] if you have any questions about Bob Jones.

Sincerely,