

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I am writing to recommend [Applicant's Full Name] for a visa to [Destination Country]. I have had the pleasure of working with [Applicant's Name] as [his/her/their] [relationship to applicant] for [duration].
[Applicant's Name] has consistently demonstrated exceptional skills in [specific skills or attributes relevant to visa application], making [him/her/them] an ideal candidate for this opportunity. [Provide examples of achievements or contributions made by the applicant].
I am confident that [Applicant's Name] will not only meet but exceed the expectations in [Destination Country]. [He/She/They] is a dedicated individual who is committed to [his/her/their] personal and professional growth.

Should you require any more information or clarification, please do not hesitate to contact me.

Thank you for considering this recommendation.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]