

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for a business visa to [Country]. [He/She/They] is [his/her/their] role as [Applicant's Job Title] at [Applicant's Company Name] and has been instrumental in [briefly describe the applicant's contributions or projects].

The purpose of [Applicant's Name]'s visit to [Country] is to [explain the specific business reason, such as attending meetings, conferences, or negotiating contracts]. During this visit, [he/she/they] will collaborate with [mention any relevant individuals, companies, or organizations the applicant will be engaging with].

I have no doubt that [Applicant's Name]'s expertise and dedication will greatly benefit the business efforts in [Country]. [He/She/They] has proven to be a reliable and committed professional, and I fully support [his/her/their] application for a business visa.

Thank you for considering this application. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]