

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

Dear [Recipient's Name],

I am writing to formally recommend [Applicant's Name] for their visa application. I have known [Applicant's Name] for [duration] in my capacity as [Your Position/Relationship to Applicant].

During our time together, I have observed [Applicant's Name] to be [describe applicant's qualities, skills, and any relevant achievements]. They have demonstrated [mention any specific examples that highlight relevant skills or experiences].

I firmly believe that [Applicant's Name] will be a valuable addition to [reason applicant is applying for the visa, e.g., a specific country, company, or program]. Their commitment to [mention field/industry] and their ability to [specific capabilities] make them particularly suitable for this opportunity.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]