

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the [type of visa] visa. I have had the pleasure of working with [him/her/them] for [duration of time] at [Your Organization/Company], where [he/she/they] has served as [Applicant's Position].

During this time, I have been impressed by [his/her/their] [mention specific skills, contributions, or achievements relevant to the visa application]. [Describe an example of a project, task, or responsibility that highlights the applicant's qualifications].

[Applicant's Name] demonstrates [qualities such as professionalism, dedication, and expertise] that make [him/her/them] an exceptional candidate for [his/her/their] visa application. I believe [he/she/they] will contribute positively to [mention how the applicant will benefit the community or workplace].

I strongly support [Applicant's Name]'s application and urge the authorities to consider [his/her/their] case favorably. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]