

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company 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 Name] for the [specific visa type, e.g., gz visa] to [Country]. As [his/her/their] [relationship to applicant, e.g., employer, supervisor], I have had the pleasure of working with [Applicant's Name] for [duration].

[Provide a brief overview of the applicant's qualifications, skills, experience, and why they are applying for the visa. Mention any specific projects, responsibilities, or achievements that illustrate their capabilities.]

Given [his/her/their] expertise and dedication, I firmly believe that [Applicant's Name] will make a significant contribution during [his/her/their] time in [Country]. [Mention any relevant regulations or expectations that the applicant meets.]

I strongly recommend [Applicant's Name] for the [gz visa] and believe that [he/she/they] will adhere to all rules and regulations while abroad. Thank you for considering this application.

Sincerely,

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