

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the HQ visa application. I have known [Applicant's Name] for [duration] and have had the pleasure of working with them in [context/relationship].

[Applicant's Name] has demonstrated exceptional skills in [specific skills or qualities related to their work or contributions]. Their ability to [specific examples of accomplishments or projects] highlights their suitability for the HQ visa.

Additionally, [Applicant's Name] has shown strong [personal qualities or attributes, e.g., leadership, teamwork, dedication] which make them an asset to any team.

I believe that granting [Applicant's Name] the HQ visa will not only benefit them personally but also positively impact our organization and the industry as a whole.

Thank you for considering this recommendation. Please feel free to reach out to me for any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]