

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to support [Applicant's Name]'s application for the HN visa.

I am [Your Position/Relationship to Applicant] at [Your Company/Organization], and I have had the pleasure of working with [Applicant's Name] for [duration of time].

[Insert paragraphs detailing the applicant's qualifications, skills, and experiences that make them suitable for the HN visa. Include specifics about their role, contributions to the organization, and any relevant achievements.]

[Additionally, mention the importance of their skills to the organization's goals and how their presence would benefit the industry/community.]

I strongly endorse [Applicant's Name]'s application and believe they will be an asset to [Company/Organization Name] and the wider community.

Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this application.

Sincerely,

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