

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the HN Visa application. As [his/her/their] [position - e.g., supervisor, manager, colleague] at [Your Company/Organization], I have had the pleasure of working with [him/her/them] for [duration of time] and have witnessed [his/her/their] exceptional skills and contributions firsthand.

During [his/her/their] tenure with us, [Applicant's Name] has [describe specific achievements and skills relevant to the visa application], demonstrating a level of expertise that is highly valuable in [specific industry or field]. [He/She/They] has been instrumental in [specific project or task], showcasing [his/her/their] ability to [relevant skills or attributes].

I believe that granting [Applicant's Name] the HN Visa would not only benefit [him/her/them] professionally, but it would also contribute positively to [industry, company, or community] in [Country].

[He/She/They] possesses a unique skill set and perspective that would enhance [his/her/their] role and allow [him/her/them] to make significant contributions.

I wholeheartedly recommend [Applicant's Name] for the HN Visa. If you require any further information or specifics regarding [his/her/their] qualifications, please feel free to contact me.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Signature (if sending a hard copy)]