

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the HP visa application. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration of time] and can confidently attest to [his/her/their] skills and character.

During [his/her/their] time with us, [Applicant's Name] has consistently demonstrated [specific skills or qualities relevant to the visa application]. [He/She/They] has contributed significantly to our [project, team, or company] by [specific actions or achievements].

I believe that [Applicant's Name] will be an asset to any organization [he/she/they] joins, and I fully support [his/her/their] application for the HP visa. Please feel free to contact me at [your phone number] or [your email address] if you need any additional information.

Thank you for considering this recommendation.

Sincerely,

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