

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [specific visa type, e.g., H-1B] visa. As [his/her/their] [relationship to the candidate, e.g., employer, professor], I have had the pleasure of knowing and working with [Candidate's Name] for [duration] at [Organization/Company Name].

During this time, [he/she/they] has consistently demonstrated [mention specific skills, qualities, or accomplishments relevant to the visa application]. For instance, [provide a specific example of the candidate's contributions or achievements].

[Candidate's Name] possesses exceptional [mention skills relevant to their field], which I believe will greatly benefit [mention how the candidate will contribute to the field or company in the U.S.].

[He/She/They] displays a strong commitment to [specific goals or values relevant to the industry].

I am confident that [Candidate's Name] will be an invaluable asset in [their field/area of expertise] and will succeed in [his/her/their] endeavors in the United States.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]