

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the IJ visa. As [his/her/their] [Your Relationship to the Applicant] at [Your Institution/Organization], I have had the pleasure of working with [him/her/them] for [duration] and have been consistently impressed with [his/her/their] [specific qualities, skills, or attributes]. [Include specific examples of the applicant's accomplishments, contributions, or relevant experiences that support the recommendation.] [Applicant's Name] has demonstrated [qualities such as leadership, dedication, innovation, etc.] that make [him/her/them] an excellent candidate for the IJ visa. [He/She/They] is committed to [specific goals or fields of study], and I am confident that [his/her/their] presence in the United States will greatly contribute to [specific community, academic field, or organization].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or discussion regarding [Applicant's Name]'s application.

Sincerely,

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