

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

Dear [Recipient Name],

I am writing to provide a reference for [Applicant's Name] in support of their application for the J-1 visa. I have known [Applicant's Name] for [duration of time] in my capacity as [your relationship to the applicant, e.g., supervisor, professor, etc.].

During our time together, I have been continually impressed by [his/her/their] [mention specific qualities, skills, or accomplishments]. [Provide specific examples of their work, dedication, or contributions that relate to the J-1 program].

I believe that [Applicant's Name] will greatly benefit from the opportunities provided by the J-1 visa and will be an asset to the program. [He/She/They] is eager to gain international experience and shares a passion for [mention relevant field or area].

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

Thank you for considering [Applicant's Name]'s application.

Sincerely,

[Your Name]
[Your Position/Title]