

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to express my support for [Applicant's Name] in their application for a J-1 Visa. As [Your Relationship to the Applicant, e.g., a professor, employer, colleague], I have had the pleasure of working with [Applicant's Name] for [Duration of Time] at [Organization/Institution Name].

[Provide a brief overview of the applicant's qualifications and the purpose of their visit.]

I believe that [Applicant's Name] will greatly benefit from the exchange experience and will contribute positively to the [program or field]. Their participation in this program will enhance cultural understanding and foster educational collaboration.

Please feel free to contact me if you require any further information or clarification.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]
[Organization/Institution Name]
[Your Signature (if sending a hard copy)]