

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

Dear [Recipient's Name],

I am writing to express my support for [Applicant's Full Name] in their application for a J-1 visa. I have had the pleasure of knowing [him/her/them] for [duration] as [describe your relationship, e.g., a colleague, mentor, etc.].

[Describe the applicant's background, skills, and why they are a suitable candidate for the J-1 visa program. Mention specific experiences, achievements, or qualifications that highlight their potential contributions.]

Moreover, I believe that [Applicant's Full Name] will greatly benefit from participating in the J-1 program, as it will [explain how the program aligns with their goals and can help them grow both personally and professionally].

I kindly ask that you consider [Applicant's Full Name]'s application favorably. I am confident that their participation in this program will not only be advantageous for [him/her/them] but also for the cultural exchange that the J-1 program promotes.

Thank you for your time and consideration. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization/Company, if applicable]