

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the J-1 visa program. As [Applicant's Position or Title] at [Organization Name], [he/she/they] has demonstrated exceptional skills in [mention relevant skills or experiences], which I believe make [him/her/them] a perfect candidate for this program.

During [his/her/their] time at [Organization Name], [Applicant's Name] has [describe specific responsibilities, contributions, or projects that demonstrate qualifications]. [He/She/They] has not only excelled in [his/her/their] role but has also shown a genuine commitment to [mention values or goals relevant to the J-1 program].

I am confident that [Applicant's Name] will bring [his/her/their] expertise and passion for [specific field or area] to the J-1 program, contributing positively to the host organization and gaining valuable experiences in return.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]