

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Reference Letter for JW Visa Application

Dear [Consul's Name or "To Whom It May Concern"],  
I am writing this letter to formally support the JW visa application of  
[Applicant's Name]. I have known [him/her/them] for [duration] as  
[relationship, e.g., colleague, friend, etc.].

[Provide a brief introduction about the applicant and mention their  
qualifications, achievements, or experiences relevant to the JW visa  
program.]

I believe [Applicant's Name] will make significant contributions during  
[his/her/their] time in the United States, and [he/she/they] embodies the  
spirit of cultural exchange that the JW program stands for.

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 this application.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization/Company Name] (if applicable)