

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

Dear [Recipient Name],

I am writing to recommend [Visa Applicant's Name] for a visa to [Destination Country] in order to travel with KLM Airlines. As [his/her/their] [relation to applicant, e.g., employer, supervisor, colleague], I can attest to [his/her/their] suitability for travel and the purpose of [his/her/their] visit.

[Visa Applicant's Name] is scheduled to travel on [travel dates] for [purpose of travel, e.g., business meetings, conferences, personal visit], and I fully support [his/her/their] application for a visa.

[He/She/They] has demonstrated [relevant qualities or professional qualifications] that reflect positively on our organization.

Should you require any further information regarding this recommendation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]