

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Full Name] for the LZ visa application. I have had the pleasure of knowing and working with [him/her/them] for [duration of time] at [Organization/Institution Name], where [he/she/they] has been [his/her/their position or role]. During this time, I have observed [his/her/their] [specific qualities or skills related to the visa application]. [Provide specific examples of achievements or contributions].

Given [his/her/their] commitment and contributions, I am confident that [Applicant's Full Name] will [mention how the applicant will contribute or represent in the destination country].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position/Title]