

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for an [LX Visa/Specific Visa Type] based on their exceptional skills and qualifications. I have had the pleasure of working with [Applicant's Name] at [Your Institution/Organization] for [Duration] in the capacity of [Your Position].

[Describe your relationship with the applicant, including projects or tasks you've worked on together and the applicant's role in those projects. Mention specific skills, accomplishments, and attributes that make them a suitable candidate for the visa. Be sure to reference the relevance of their experience to the criteria for the visa they are applying for.]

[Conclude the letter with a strong endorsement, reiterating your confidence in their abilities and potential impact in the [Specific Field/Industry]. Offer to provide additional information if needed.]

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]