

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company 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 GZ visa application. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] at [Your Company/Organization], where they held the position of [Applicant's Position].  
[Briefly describe the applicant's qualifications, skills, and achievements related to their application, including any relevant experiences that support their visa application.]  
[Discuss the significance of their work or project and its impact, emphasizing why the GZ visa is crucial for them.]  
I wholeheartedly support [Applicant's Name]'s application for the GZ visa and firmly believe that their presence in [Country/City] will contribute positively to [specific industry/field/community].  
Please do not hesitate to contact me if you require any further information or clarification.  
Thank you for considering this application.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company/Organization]