

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for a [specific visa type, e.g., H-1B, student visa, etc.] visa. As [Your Position/Title] at [Your Organization], I have had the pleasure of working closely with [Applicant's Name] for [duration of time], during which [he/she/they] has consistently demonstrated exceptional skills and dedication.

[Provide specific examples of the applicant's qualifications, skills, and achievements relevant to the visa application.]

Based on my experience with [Applicant's Name], I am confident that [he/she/they] will contribute significantly to [industry/field or specific project], and [his/her/their] presence would greatly benefit [mention the organization or community if applicable].

I wholeheartedly endorse [Applicant's Name] for the [specific visa type] visa and urge you to consider [his/her/their] application favorably.

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

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]