

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for a residence visa (RZ) application. I have known [Applicant's Name] for [duration] and have had the pleasure of working with them in [context - e.g., previous employment, academic projects, etc.].

[Applicant's Name] has exhibited exceptional qualities, including [list relevant skills, attributes, and experiences]. Their ability to [specific example of a skill or experience] sets them apart as an outstanding candidate.

In addition to their professional skills, [Applicant's Name] is a person of high integrity and excellent character. They have consistently demonstrated [relevant personal traits or community involvement].

I firmly believe that [Applicant's Name] will be a valuable addition to [country/community/etc.] and will contribute positively to the [field/industry]. I strongly support their application for a residence visa and encourage you to consider their merits favorably.

Thank you for your attention to this recommendation. Please feel free to contact me at [phone number] or [email address] should you need any further information.

Sincerely,

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