

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Full Name] for the TK visa. As [his/her/their] [Your Relationship to the Applicant, e.g., supervisor, professor] at [Your Organization], I have had the pleasure of working closely with [Applicant's Name] for [Duration] and have been consistently impressed by [his/her/their] skills and professionalism.

[Describe the applicant's role, responsibilities, and contributions to your organization. Highlight specific skills, achievements, or projects that are relevant to their application for the TK visa.]

[Applicant's Name] has demonstrated excellence in [specific skills or areas relevant to the TK visa]. [He/She/They] exhibits [mention qualities such as dedication, teamwork, innovation, etc.], making [him/her/them] an invaluable asset to our team.

I am confident that [Applicant's Name] will successfully continue to contribute to our industry and enhance the collaborative relationship between the United States and [Applicant's Home Country].

I highly recommend [Applicant's Name] for the TK visa without reservation and am available to provide any further information or support needed in [his/her/their] application.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]