

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Department]
[US Citizenship and Immigration Services]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name] in support of their TN Visa application. As [Your Position] at [Your Company], I have had the pleasure of working with [Applicant's Name] for [duration] and can confidently affirm their qualifications and expertise in the field of [specific occupation].

[Applicant's Name] has demonstrated exceptional [specific skills or knowledge relevant to the occupation], contributing significantly to our projects such as [specific project or task]. Their proficiency in [specific tools, technologies, or methodologies] further exemplifies their suitability for the role of [specific TN occupation].

I believe that [Applicant's Name] will make a valuable addition to [Company or organization if applicable] in the United States, and I fully support their application for a TN Visa.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding [Applicant's Name]'s qualifications.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]