

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

U.S. Citizenship and Immigration Services

[Address of the USCIS Office]

[City, State, Zip Code]

Subject: Recommendation for [Applicant's Name]

Dear [USCIS Officer/To Whom It May Concern],

I am writing to express my strong support for [Applicant's Name]'s application for [type of immigration status, e.g., permanent residency, work visa, etc.]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [describe your relationship - colleague, supervisor, professor, etc.].

Throughout the time I have known [Applicant's Name], I have been continually impressed by [his/her/their] [mention specific qualities - skills, work ethic, contributions, etc.]. [Include detailed examples of achievements or contributions that are relevant to the immigration application.]

[Applicant's Name] possesses a unique set of skills that would greatly contribute to [mention specific field, profession, or community].

[He/She/They] has demonstrated [specific examples of how the applicant has made an impact or contributed positively].

In addition to [his/her/their] professional capabilities, [Applicant's Name] has also shown [mention personal qualities - dedication to community, engagement in volunteer work, etc.]. [He/She/They] has a genuine passion for [insert relevant interests or contributions], which I believe strongly enhances [his/her/their] candidacy.

I wholeheartedly endorse [Applicant's Name] for [type of immigration status] and firmly believe that [he/she/they] will continue to make significant contributions to our community and beyond. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization]