

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Consular Officer,

I am writing this letter to recommend [Applicant's Name] for a [specific type of visa, e.g., student visa, employment visa] to the United States. I have known [Applicant's Name] for [duration] in the capacity of [your relationship to applicant, e.g. professor, employer].

[Include details about the applicant's qualifications, skills, and character. Discuss any relevant experiences that support the visa application.]

I firmly believe that [Applicant's Name] will contribute positively to the [academic/work] community in the United States. [He/She/They] have demonstrated [specific qualities or achievements relevant to visa purpose].

I respectfully request you consider [his/her/their] application favorably. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]