

[Your Name]
[Your Title]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Consul's Name or "To Whom It May Concern"],
I am writing to recommend [Applicant's Full Name] for a US visa interview. [He/She/They] is a [position or relationship to you] at [Company/Organization Name] and has been under my supervision since [start date].

During this time, [Applicant's First Name] has demonstrated exceptional skills in [specific skills or traits relevant to the visa]. [He/She/They] has shown a keen ability to [mention relevant accomplishments or responsibilities], making [him/her/them] an invaluable part of our team. [Provide additional details about the applicant's character, qualifications, or reasons for travel to the US that support the visa request.]

I believe that [Applicant's First Name] will [state what will be achieved by obtaining the visa, e.g., further education, business opportunities, etc.]. I strongly support [his/her/their] application for a US visa and encourage you to grant the request.

Thank you for considering this recommendation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]