

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

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

Dear [Consul/Consular Officer's Name],

I am writing to recommend [Applicant's Name] for their visa application. I have known [Applicant's Name] for [duration] in my capacity as [your position/relationship to the applicant].

[In this paragraph, provide details about the applicant's character, qualifications, and how they will contribute positively while in the United States. Mention specific examples if possible.]

I firmly believe that [Applicant's Name] will be a valuable addition to [mention any relevant community, program, or institution in the U.S.]. Should you require any further information, please do not hesitate to contact me.

Thank you for considering this recommendation.

Sincerely,

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