

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

Dear Sir/Madam,

I am writing to recommend [Applicant's Name] for a tourist visa to the United States. I have known [him/her/them] for [duration] and can attest to [his/her/their] character and intentions.

[Applicant's Name] is a [brief description of the applicant, e.g., "a dedicated professional," "a responsible individual," etc.]. During the time I have known [him/her/them], [he/she/they] has consistently demonstrated [positive qualities such as reliability, integrity, etc.].

[Provide specific examples of your relationship and the applicant's intentions for the trip, such as visiting family, tourism, etc.]

I strongly support [Applicant's Name]'s application for a tourist visa and believe [he/she/they] will adhere to all regulations and return to [his/her/their] home country after visiting.

Thank you for considering this recommendation.

Sincerely,

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