

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

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

Dear Visa Officer,

I am writing to recommend [Applicant's Full Name] for a visa to [Destination Country]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., employer, professor, mentor] at [Organization/Institution Name].

Throughout our time together, [Applicant's Name] has consistently demonstrated [mention key qualities, e.g., dedication, skill, responsibility]. [He/She/They] has been involved in [specific projects or responsibilities] which showcase [his/her/their] [specific skills or qualifications].

[Include specific examples or anecdotes that exemplify the applicant's character and achievements.]

Given [his/her/their] outstanding qualifications and commitment, I am confident that [Applicant's Name] will adhere to all regulations and requirements of the visa and will represent [his/her/their] home country with honor and dignity while in [Destination Country].

I wholeheartedly support [his/her/their] application and urge you to give it your favorable consideration. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Organization/Institution Name]