

[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 Name] for a [specific Visa type, e.g., VX Visa] application. I have known [him/her/them] for [duration] in my capacity as [your position, e.g., a colleague, professor, supervisor].

[Applicant's Name] is an outstanding individual who has exhibited [specific qualities, e.g., dedication, responsibility, leadership].

[He/She/They] has demonstrated an exceptional ability to [mention relevant skills or experiences relevant to the visa application].

During our time working together, [he/she/they] has [provide specific examples or anecdotes that showcase the applicant's qualities or achievements].

I believe that [his/her/their] [skills, character, etc.] make [him/her/them] a suitable candidate for the [specific Visa type].

I wholeheartedly support [Applicant's Name]'s application and urge you to consider [him/her/them] favorably. Please feel free to contact me if you require any further information.

Thank you for your consideration.

Sincerely,

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