

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Embassy/Consulate Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend Xuan for a visa to [destination country]. I have had the pleasure of working with Xuan for [duration] at [Organization/Company Name] in the capacity of [Your Position] and can attest to her exceptional qualities.

Xuan has demonstrated [specific qualities or skills], which make her an ideal candidate for this visa. [Provide specific examples of Xuan's contributions, achievements, or character traits that support her application.]

In addition to her professional skills, Xuan possesses a strong commitment to [relevant qualities related to the visa purpose, e.g., cultural exchange, academic excellence, etc.]. I believe that her presence in [destination country] will be mutually beneficial, promoting cross-cultural understanding and professional collaboration.

I strongly support her application and believe she will make a positive impact wherever she goes. Please feel free to contact me if you require any further information or clarification regarding Xuan.

Thank you for considering her application.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]