

[Your Name]
[Your Position]
[Your Institution/Organization]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Visa Office

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

Dear Visa Officer,

I am writing to provide an academic reference for [Applicant's Full Name], who is applying for a [type of visa, e.g., student visa] to [Country Name]. As [his/her/their] [Professor/Advisor/Teacher] at [Your Institution Name], I have had the opportunity to observe [his/her/their] academic performance and personal character.

[Provide a brief paragraph detailing the applicant's academic qualifications, strengths, performance in relevant coursework, and any notable achievements.]

[Discuss the applicant's research or projects, if applicable, and any skills or qualities that make them a suitable candidate for the program they are pursuing abroad.]

I am confident that [Applicant's Name] will excel in [his/her/their] studies and make a significant contribution to the academic community at [Host Institution's Name]. [He/She/They] have demonstrated great determination and passion for [field of study], and I fully support [his/her/their] application for a visa.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

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