

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

Dear Consul/Officer,

I am writing to recommend [Applicant's Name] for a visa application to [Country/Type of Visa] as they seek to [briefly state the purpose, e.g., attend a conference, pursue education, visit family].

I have known [Applicant's Name] for [duration] in my capacity as [Your Position/Relationship to Applicant]. Throughout this time, I have witnessed their [qualities or achievements related to the purpose of the trip, e.g., dedication, professionalism, sincerity].

[Include personal anecdotes or observations that support your recommendation, highlighting the applicant's character, responsibilities, and any relevant qualifications or skills.]

I am confident that [Applicant's Name] will abide by the laws and regulations of [Country] and will honor the terms of their visa. I believe that their visit will not only benefit them personally but will also [mention any other implications, e.g., cultural exchange, professional collaboration].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding this recommendation.

Thank you for considering this application.

Sincerely,

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