

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Full Name] for [specific visa type] in connection with [brief explanation of purpose for the visa]. I have had the pleasure of knowing [Applicant's Name] for [duration of your relationship] as [your relationship to the applicant, e.g., employer, professor, colleague].

In my capacity as [your position], I have been consistently impressed by [Applicant's Name]'s [mention specific qualities or skills such as work ethic, dedication, expertise]. [Provide specific examples to highlight the applicant's strengths and contributions.]

[Discuss why you believe the applicant should be granted the visa, including any relevant achievements or contributions to the community or field. Mention potential benefits they bring to the country of destination.]

I highly endorse [Applicant's Name] for this visa, as I firmly believe that their presence in [country] will greatly contribute to [specific sector, community, or field].

Should you require any further information or wish to discuss this recommendation in detail, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

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