

# YOUR NAME

YOUR TITLE

To:

**WHOM IT MAY CONCERN:**

**DATE**

Organization/Company Name

I am writing to provide my strongest recommendation for [APPLICANT'S FULL NAME] in support of their immigration petition. As [YOUR TITLE] at [ORGANIZATION], I have [known/supervised/worked with] [APPLICANT'S FIRST NAME] for [TIME PERIOD] in [CAPACITY OF RELATIONSHIP]. [APPLICANT'S FIRST NAME] has demonstrated exceptional [SKILLS/QUALITIES] in [SPECIFIC AREA]. During [his/her/their] tenure, [he/she/they] has [SPECIFIC ACHIEVEMENT WITH QUANTIFIABLE RESULTS]. This work resulted in [SPECIFIC POSITIVE OUTCOME], [saving/earning/improving] [SPECIFIC MEASURABLE IMPACT].

One particularly notable example of [his/her/their] capabilities occurred when [SPECIFIC SITUATION]. [APPLICANT'S FIRST NAME] [SPECIFIC ACTIONS TAKEN], which led to [SPECIFIC POSITIVE RESULTS]. This demonstrates not only [his/her/their] [RELEVANT SKILL] but also [his/her/their] ability to [RELEVANT CAPABILITY].

[His/Her/Their] colleagues consistently praise [APPLICANT'S FIRST NAME]'s [SPECIFIC QUALITIES]. [He/She/They] has [SPECIFIC LEADERSHIP/MENTORING EXAMPLES] and [ADDITIONAL ACHIEVEMENTS]. [OPTIONAL: Include any awards, recognition, or special accomplishments].

Based on my [YEARS] years of experience in [INDUSTRY/FIELD], I can confidently state that [APPLICANT'S FIRST NAME] possesses [SPECIFIC SKILLS/KNOWLEDGE] that are valuable to [RELEVANT CONTEXT - company, community, U.S., etc.]. I strongly support [his/her/their] immigration petition and believe [he/she/they] will continue to make significant contributions to [RELEVANT AREA].

Please contact me at [PHONE NUMBER] or [EMAIL] if you require additional information.

Best Regards,

*your signature*  
**YOUR NAME**

PHONE NUMBER 

EMAIL 

ADDRESS 