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MONTH-DAY-YEAR

Subject: Special Immigrant Visa Recommendation Letter for Mr./Ms. **APPLICANT NAME**

To Whom It May Concern,

Mr/Ms. **APPLICANT NAME** worked for **ORGANIZATION NAME** on projects funded by the US government from **DATE** to **DATE** in the capacity of **APPLICANT JOB TITLE**. I supervised **him/her** and knew him/her personally (**throughout this period/from DATE to DATE – delete as appropriate**) in my capacity as **RECOMMENDER JOB TITLE**. I hold US citizenship.

Staff details:

Full name (as per passport): **Applicant Name**

Date of Birth: **Applicant DoB**

Badge Number: (if applicable): **XXXXX**

Passport # **Passport number**

Job title: **Applicant Job title(s)**

Job location: **Province/City**

(Continue to list contracts the applicant worked on as needed)

Mr/Ms. **APPLICANT NAME** was a critical member of our project team. He/she provided faithful service to the US government by **LIST JOB ROLE, RESPONSIBILITIES, and CONTRIBUTIONS**

I believe that Mr/Ms. **APPLICANT NAME** is experiencing a serious ongoing threat due to his/her employment on behalf of the US Government as follows:

1. ... EXPLANATION OF SERIOUS ONGOING THREAT

Mr/Ms. **APPLICANT NAME** has been loyal throughout his/her service and worked successfully with local and international staff members. His/her employment ended when **(GIVE LEAVING REASON e.g. PROJECT FINISHED, RESIGNED TO START OTHER JOB, etc)**. I do not believe that he/she poses any threat to the national security or safety of the United States.

I recommend COM approval of Mr/Ms **APPLICANT NAME** for a Special Immigrant Visa on the basis that they provided faithful service to the United States Government and that they

are experiencing a serious ongoing threat as a result of their employment on behalf of the US Government.

Yours faithfully,

RECOMMENDER NAME

RECOMMENDER JOB TITLE (OR PREVIOUS JOB TITLE APPLICABLE DURING PERIOD OF SERVICE)

ORGANIZATION NAME

Personal email: <PERSONAL EMAIL>

Work email: <WORK EMAIL>

Phone: +XXX YYY ZZZZ

US Passport #: XXXXXXXX

This is an unofficial template and is not intended to substitute for reviewing the official requirements here:

<https://travel.state.gov/content/travel/en/us-visas/immigrate/special-immg-visa-afghans-employed-us-gov.html>

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