[Place on Company or University Letterhead]

[INSERT DATE]

To Whom It May Concern:

[INTRODUCTORY MATERIAL. 3-4 SENTENCES. INCLUDE YOUR NAME, TITLE, AND INSTITUTION, THAT YOU ARE WRITING IN SUPPORT OF BENEFICIARY’S RESIDENCE APPLICATION, AND AN INTRODUCTORY SENTENCE OR TWO ABOUT BENEFICIARY’S REPUTATION. PLEASE AVOID TERMS LIKE “YOUNG” OR “AT ANY EARLY STAGE OF HIS CAREER.”]

My Background

[INCLUDE ONE PARAGRAPH ABOUT YOUR BACKGROUND. USUALLY 5-6 SENTENCES. INCLUDE EDUCATION, CURRENT APPOINTMENT, AND SIGNIFICANT PAST APPOINTMENTS. INCLUDE ONE SENTENCE DESCRIPTION OF AREA OF RESEARCH. MENTION A FEW CAREER HIGHLIGHTS (SUCH AS MAJOR AWARDS OR DISCOVERIES). PROVIDE BRIEF OVERVIEW OF PUBLICATION HISTORY (APPROXIMATE NUMBER OF PUBLICATIONS, BOOKS PUBLISHED, ETC.). BRIEFLY STATE HOW YOU KNOW BENEFICIARY (COLLABORATOR, COLLEAGUE, OR THROUGH FAMILIARITY WITH PUBLICATIONS OR RESEARCH.)

[NAME OF BENEFICIARY]’s Achievements

[DESCRIBE BENEFICIARY’S MAJOR ACHIEVEMENTS. BE AS SPECIFIC AS POSSIBLE, BUT REMEMBER THAT THE AUDIENCE WILL NOT HAVE A SCIENTIFIC BACKGROUND. PLEASE OFFER ANY OBSERVATIONS ABOUT: (1) THE IMPACT OF HIS DISCOVERIES OR FINDINGS; (2) USE OF HIS RESEARCH BY OTHERS; (3) PUBLICATIONS; (4) IMPORTANCE OF HIS RESEARCH TO SOLVING PROBLEMS OF NATIONAL INTEREST; (5) HIS WORK AS A JOURNAL PEER-REVIEWER OR AS A JUDGE OR ORGANIZER AT CONFERENCES; (6) INTERNATIONALLY-RECOGNIZED AWARDS RECEIVED BY BENEFICIARY.]

Conclusion

[PROVIDE A BRIEF CONCLUSION REITERATING IMPORTANCE OF BENEFICIARY’S WORK AND ITS SIGNIFICANCE TO THE U.S. NATIONAL INTEREST.]

Do not hesitate to contact me with questions or concerns.

Sincerely,

[NAME AND TITLE]