Sample reference letter

**THIS LETTER MUST BE PRINTED ON COMPANY LETTERHEAD**

08/31/2018

U.S. Department of Homeland Security

U.S. Citizenship & Immigration Services

**Re: Mr. Yaotian Zou**

Dear Officer:

My name is Dominique Lord and I write this letter in support of Mr. Zou to provide additional insight regarding Mr. Zou’s role and responsibilities in the position of data scientist at PayPal, and the education and training required for this highly specialized role. I am able to attest to this as I held the position of Professor of Civil Engineering, and directly supervised Mr. Zou from August 2010 to August 2012 for his graduate thesis research.

Having worked in the field of highway safety research and new and innovative statistical methods for modeling motor vehicle collisions since DATE, I believe I possess the experience and knowledge to describe both the nature and quality of PayPal’s requirement for the role of Data scientist which held.

From (date – MUST be in MM/DD/YY format) to (date – MUST be in MM/DD/YY format), Mr. NAME was employed by (name of company) in the full-time position of (job title).

In the role of (title), Mr. NAME was entrusted with (). In the role of [job title], Mr./Ms. LNAME was responsible for [list job duties here—4-6 sentences/bullets]. To provide additional context, our team supports [enter information about team and how it impacts the company].

|  |  |
| --- | --- |
| **Job Duty** | **Percentage of time to be spent on Job Duty** |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |

In order to complete these responsibilities COMPANY required EDUCATION to fill this role, which NAME had. Additionally, the employee must have a significant understanding of [insert knowledge/skills].

Should you require any additional information about Mr. NAME’s employment with (name of company), please do not hesitate to contact me at the number below. Thank you.

Very truly yours,

**COMPANY, Inc.**

(Name)

(Title)

(Telephone number)