[LETTERHEAD]

[DATE]

To Whom it May Concern:

My name is {Full Name} I am {job title} {Company Name}, LLC. In my role, I {discuss job duties}. My academic credentials include {list your academic degrees and any other academic credentials that position you as an expert/specialist in the industry}.

I met {Petitioner’s Name} at {location of meeting} {date of meeting}. {Ms/Mr. Last Name} is an accomplished {professional title} with over {years of experience} working as in the field.

{Mr./Ms. Petitioner’s Last Name} recently served as a {most recent job title or role at Name of prior employer}and as such has helped to {key accomplishments in most recent role, e.g. developed internal financial procedures, or helped automate financial processes}

I am very interested in being able to work with {Ms/Mr. Last Name}. His extensive experience in international business consulting will complement our business planning services well. We know that Mr. Cardenas’ expertise and cultural background will {benefit or compliment} our work in the U.S.

Sincerely,

Name

Title

Company

Address

Phone

Email