

[Please insert on your letterhead]

[Please insert the date here]

US DHS CIS
Vermont Service Center
30 Houghton Street
St. Albans, VT 05478

Re: Ms. [REDACTED] O-1 Visa Application

Dear Sir or Madam:

I am writing this letter on behalf of [REDACTED]
[REDACTED], a [REDACTED] professional
of extraordinary ability.

My name is [please include a short bio and the info on
the organization here, name dropping if possible]

I had the distinct pleasure of working with [REDACTED],
benefitting from her extraordinary abilities. All my staff who
have worked closely with [REDACTED] appreciate her skills,
command of languages and her always warm and amicable
personality.

[as a third paragraph, would be great to include a few
sentences about the [REDACTED] trip and activities, as well
as the upcoming [REDACTED] conference]

Sincerely yours,