

[Please insert on your letterhead]

[Please insert the date here]

US DHS CIS
Vermont Service Center

[REDACTED]

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

Dear Sir or Madam:

I am writing this letter on behalf of [REDACTED]
[REDACTED] a communications and public relations
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 Ms.
[REDACTED] benefitting from her extraordinary abilities.
All my staff who have worked closely with Svetlana
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 Central Asia trip and activities, as
well as the upcoming Ebola conference]

Sincerely yours,