

Company Letter Head

[DATE]

MEMORANDUM FOR CHIEF OF MISSION (UNITED STATES EMBASSY AFGHANISTAN)

SUBJECT: Senior Supervisor / Direct Supervisor Letter of Recommendation

1. I the undersigned was the Senior/Direct Supervisor of the below mentioned Afghan Local National Linguist and Cultural Advisor (Interpreter/Translator) and I hereby recommend him/her for a Special Immigrant Visa pursuant to Section 602(b) of the Omnibus Budget Reconciliation Act of 2009 (Afghan Allies Protection Act of 2009) as amended by The National Defense Authorization Act for FY2018.

Name of Applicant: YOUR NAME
Date of Birth: 01 JAN 1985
Badge Number: 12345
Job Title: Linguist and Cultural Advisor (Interpreter/Translator)
Job Location: FOB Anywhere, Nowhere Province, Afghanistan
Supervisor Name: CPT Uncle Sam America
Supervisor Email Address: us.america.mil@mail.mil
Supervisor Phone Number: 123-456-7890

Start Date of Supervision: 07 OCT 2001
End Date of Supervision: 31 DEC 2014

2. YOUR NAME service as a Linguist and Cultural Advisor (Interpreter/Translator) was extremely valuable and was conducted in an Honorable, Faithful, and Meritorious manner and was in the keeping of the highest traditions of the military service. Specifically, YOUR NAME was single-handedly responsible for making hell freeze over, mountains to move, the seas to part, and for persuading Muqtada Al-Sadr and Mullah Omar to hold hands while singing "Proud to be an American" and other musical favorites, including Kumbiyah, Joy To The World, and Michael Jackson's Thriller. Without the linguist and cultural advisory services of YOUR NAME, our unit would not have been able to successfully accomplish our mission as demonstrated by my personal knowledge and observations of YOUR NAME and his numerous commendations and recommendations from previous units with whom he served in support thereof.
3. As a result of YOUR NAME service in support of the United States Armed Forces in the Afghanistan Theater of Combat Operations, YOUR NAME has suffered and continues to suffer threats to the life and property of himself and his family members by enemy forces and criminal elements. Such threats to the life and safety of himself and his family members include, but are not limited to the following:
 - (a) On or about [DATE] YOUR NAME was [ATTACKED – Describe Incident Here].
 - (b) On or about [DATE] YOUR NAME was [THREATENED – Describe Incident Here].
4. To the best of my knowledge, YOUR NAME presents no threat to the safety or security of the United States.
5. POC for this Memorandum is the undersigned at Email Address _____

US Supervisor Name, Signature and Date

For more samples, visit: AfghanRefugee.net/siv-guide

Notes: Must be signed with hand signature. Digital signatures ARE NOT ACCEPTED. Write letter date with signature.

Provide valid, active email address where the U.S. supervisor can be contacted for verification.

US Embassy Kabul will email US supervisor to verify the recommendation letter. Inform your US supervisor to reply embassy email. Provide both Afghanistan work email address and personal email address to make sure US supervisor can be easily contacted. .