

Direct Supervisor Letter of Recommendation Sample

Company Letter Head, if available

[DATE]

Subject: Direct Supervisor Letter of Recommendation

1. I the undersigned was the Direct Supervisor of and personally know the below mentioned Afghan Local National and I hereby recommend him/her for a Special Immigrant Visa pursuant to Afghan Allies Protection Act of 2009, as amended.

Full Name of Applicant: APPLICANT NAME → For example, Ahmad Shekhaib Afridi
Date of Birth: 20-04-1985 → DD-MM-YYYY Format
Afghan Passport Number: P 137558100
Badge Number: 12345 → if available
Job Title: Interpreter / Cook / Engineer, Guard, etc. → SIV for all eligible persons
Job Location: FOB Shank, Logar Province, Afghanistan
Direct Supervisor Name: Captain Morgan
Supervisor Title: US Army Human Intelligence Officer
Supervisor Work Email Address: work@mail.mil
Supervisor Personal Email Address: personal@example.com
Supervisor Phone Number: +1 (555) 123-5555
Start Date of Supervision: 07-10-2001 → DD-MM-YYYY Format, No Exception!
End Date of Supervision: 31-12-2014 → DD-MM-YYYY Format, No Exception!

2. APPLICANT NAME service as an Interpreter was extremely valuable, was conducted in an Honorable, Faithful, and Meritorious manner, and was in the keeping of the highest traditions of the military service. Specifically, APPLICANT NAME was single-handedly responsible for making hell freeze over, mountains to move, the seas to part, and for persuading Hamid Karzai 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 APPLICANT NAME, our unit would not have been able to successfully accomplish our mission in Afghanistan as demonstrated by my personal knowledge and observations of APPLICANT NAME and his/her numerous commendations and recommendations from previous units with whom he/she served in support thereof.
3. Because of APPLICANT NAME service in support of the United States Armed Forces in the Afghanistan Theater of Combat Operations, APPLICANT NAME has suffered and continues to suffer threats to the life and property of himself/herself and his/her family members by enemy forces and criminal elements. Such threats to the life and safety of himself/herself and his/her family members include, but are not limited to the following:
 - a. On or about [DATE] APPLICANT NAME was [ATTACKED – Describe Incident Here].
 - b. On or about [DATE] APPLICANT NAME was [THREATENED – Describe Incident Here].

For more samples and SIV information, visit: www.AfghanRefugee.net/siv-guide

Direct Supervisor Letter of Recommendation Sample

4. To the best of my knowledge, **APPLICANT NAME** presents no threat to the safety or national security of the United States of America. **This assessment is very important and mandatory to mention!**
5. I can be reached for any further questions or verification at: **CURRENT, ACTIVE EMAIL ADDRESS.**

US Supervisor Name

Hand Signature with Pen, electronic signatures are not accepted.

Notes:

Dates must be in **DD-MM-YYYY** format. For example, 23-07-2016

The letter must be hand signed using a pen. Digital signatures or stamps are not accepted.

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

US Embassy Kabul, US State Department or some other government agency will email the US supervisor to verify the recommendation letter. Inform your US supervisor to reply the verification email promptly.

Keep in regular contact with your US supervisors until you have been issued a visa. If their contact information changes, get updated recommendation letter with their current contact information. Submit new or updated recommendation letter to

AfghanSIVApplication@state.gov

If you need guidance locating your supervisors or company, read this IRAP guide:

<http://iraplegalinfo.org/en/page/guide-afghans-applying-special-immigrant-visas-looking-former-supervisors-and-employers>

If you don't have US citizen supervisor, then what?

If the above recommendation letter is not possible to obtain from a U.S. citizen supervisor who knows you personally, you should provide a letter of recommendation signed by your non-U.S. citizen supervisor and co-signed by the U.S. citizen who is responsible for the contract. The U.S. citizen who co-signs must indicate that, based on his or her relationship with your contract or sub-contract supervisor, he or she is confident that the information provided is correct. **The U.S. citizen co-signer must also certify that, to the best of his or her knowledge, you present no threat to the national security or safety of the United States.** The recommendation **must contain** the U.S. citizen co-signer's work and personal email address so he/she may be contacted for verification and further information, if needed.

.....

Direct Supervisor Letter of Recommendation Sample

.....
For more information, visit: www.AfghanRefugee.net

Join our Facebook group: <https://www.facebook.com/groups/awa.siv.advocacy>

If you need assistance with your SIV case, send us a message here:
<https://www.facebook.com/USwartimeallies>

For SIV questions and guides, visit IRAP organization's website: www.irapLegalinfo.org
.....