

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Work Permit Visa

I am writing to formally request a work permit visa to [Country Name] for the position of [Job Title] with [Company Name]. I have been offered a position at [Company Name], which I understand is a reputable organization in [Industry/Field].

My employment details are as follows:

- Position: [Job Title]
- Duration: [Contract Duration]
- Expected Start Date: [Start Date]

I am a [Your Nationality] citizen with [Number] years of experience in [Your Field/Industry]. My qualifications include [Briefly outline your qualifications and skills relevant to the job].

Enclosed with this letter, please find the following documents to support my application:

1. Completed visa application form
2. Passport copy
3. Job offer letter from [Company Name]
4. Curriculum Vitae
5. Relevant educational certificates
6. [Any additional documents]

I believe my skills and experience will contribute positively to [Company Name] and the field of [Industry] in [Country Name]. I kindly request your assistance in processing my visa application at your earliest convenience.

Thank you for your attention to my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)