

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance with obtaining a job visa for my upcoming employment opportunity with [Company Name]. I have been offered the position of [Job Title] and am eager to begin my career in [Location].

[Briefly explain your qualifications and why you are a good fit for the position].

To proceed with the visa application process, I kindly ask for your support in providing the necessary documentation and information required by the immigration authorities. This may include [list any specific documents or information needed].

Thank you for your attention to this matter. I look forward to your prompt response and am excited about the opportunity to contribute to [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]