

[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 Visa

I am writing to formally request a work visa for [Country], as I have received an offer to work with [Company Name] as a [Job Title]. My employment is scheduled to commence on [Start Date].

Enclosed with this letter are the following documents to support my application:

1. A copy of my valid passport
2. A completed visa application form
3. A letter of employment from [Company Name]
4. [Any additional documents, e.g., resume, proof of qualifications, etc.]

I would appreciate your assistance in expediting the processing of my application, as my intended start date is approaching.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]