

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Employment Visa

Dear [Recipient's Name],

I am writing to formally apply for an Employment Visa to Bhutan. I have secured a position as [Your Job Title] with [Company Name] located in [Location].

I have attached all necessary documents, including:

1. A copy of my job offer letter.
2. Passport copy.
3. Completed visa application form.
4. Relevant qualifications and experience certificates.
5. [Any other required documents].

I kindly request you to process my visa application at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]