

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

[Consulate or Embassy Name]
[Consulate or Embassy Address]
[City, State, ZIP Code]

Subject: Application for Work Visa

Dear [Consul/Embassy Official's Name],

I am writing to formally apply for a work visa to [Country Name]. I have received a job offer from [Company Name] for the position of [Job Title], which I am excited to accept.

My employment is scheduled to begin on [Start Date], and I am required to complete the visa process to ensure compliance with [Country Name]'s immigration regulations.

Attached to this letter, you will find my completed application form, along with the following supporting documents:

1. Job offer letter from [Company Name]
2. Copy of my passport
3. [Any other necessary documents, e.g., CV, educational certificates]

I appreciate your attention to this matter and kindly request your assistance in expediting the processing of my application. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]