

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Consulate/Embassy Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for European Work Visa

I am writing to formally apply for a European work visa to pursue employment opportunities in [specific country/region] as a [job title/position] with [Company Name]. I have been offered a position that aligns with my qualifications and career goals, and I am excited about the prospect of contributing to [Company Name] while gaining valuable experience in [specific industry/field].

Enclosed with this letter are the required documents for my visa application, which include:

1. Completed visa application form
2. Valid passport copy
3. Job offer letter from [Company Name]
4. Proof of employment qualifications (degrees, certifications, etc.)
5. Financial statements/documentation
6. Health insurance coverage confirmation
7. Any other supporting documents

I kindly ask for your assistance in processing my application promptly, as my start date is [start date]. I am eager to comply with any additional requirements or provide further information if needed.

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

Sincerely,
[Your Name]