

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

Dear [Recipient's Name],

Subject: Visa Application for Work Permit

I am writing to formally request your support in obtaining a work permit visa for my employment at [Company Name] as a [Job Title]. My role will involve [brief description of your responsibilities and tasks].

I have attached necessary documents, including my employment offer letter and relevant identification. I believe that my skills and experience will significantly contribute to the company's goals.

Thank you for your consideration of my visa application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]