

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Visa Support Letter for [Applicant's Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express support for [Applicant's Name], who is applying for a [type of visa, e.g., GZ visa] to [purpose of the visit, e.g., attend a business meeting, conference, etc.] in [Country].

[Applicant's Name] is employed with us as [Applicant's Position] at [Your Company Name]. [Briefly describe the applicant's role and their importance to the organization].

The purpose of [his/her/their] visit is to [specific reason for the visit]. We believe that this visit will be beneficial for both [Applicant's Name] and our company as it will [explain benefits, e.g., strengthen business relations, provide training, etc.].

[Your Company Name] will ensure that [Applicant's Name] will comply with all regulations regarding their stay in [Country]. We also confirm that [he/she/they] will return to [Home Country] upon completion of this visit.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]