

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

Dear [Recipient's Name],

I am writing to request a visa support letter for [Employee's Full Name], who is a [Employee's Job Title] at HBO, as they intend to travel to [Destination Country] for [purpose of visit, e.g., a work assignment, business meeting, etc.] from [start date] to [end date].

HBO supports this travel as [Employee's Full Name] will be [explanation of their role in the purpose of the visit]. This visit is essential for [reason why the visit is important to the company].

We assure you that [Employee's Full Name] will comply with the laws and regulations of [Destination Country] during their stay.

Please feel free to contact us at the above phone number or email address should you require further information or verification.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Job Title]

HBO