

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

[Date]  
[Recipient's Name]  
[Recipient's Position]

HBO

[Company Address]  
[City, State, Zip Code]

Subject: Visa Verification Letter

Dear [Recipient's Name],

I am writing to formally request a visa verification letter for [Your Name/Employee's Name] in relation to their application for a [specific visa type, e.g., work visa, student visa] to [country].

[Your Name/Employee's Name] is currently employed with HBO as a [Job Title] since [Start Date]. [He/She/They] have been a valuable member of our team, contributing significantly to [briefly describe key contributions/projects].

The purpose of this verification letter is to confirm their employment and to assist in the visa application process. [He/She/They] will be traveling to [Country] from [Travel Dates] to [Reason for Travel].

We appreciate your assistance in this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Job Title]

HBO