

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for HBA Visa Support Letter

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to request your support in obtaining an HBA visa to facilitate [specific purpose/reason for visa, e.g., attending a conference, work-related travel, etc.].

I am currently employed at [Your Company/Organization Name] as a [Your Job Title] since [Employment Start Date]. My role involves [briefly explain your responsibilities and relevance to the visa].

For [specific dates], I am scheduled to [explain the purpose of travel, including location and activities planned]. This trip is crucial for [mention any benefits or importance related to your job or company, e.g., professional development, business expansion, fostering partnerships, etc.].

Please provide a letter indicating your support of my application for the HBA visa. The letter should include the following information:

1. Confirmation of my employment and role.
2. The purpose of the trip and its relevance to the company.
3. Expected duration of my absence from work.
4. Assurance that I will return to my position after the trip.

I appreciate your time and assistance with this matter. Should you require any further information, feel free to contact me.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company/Organization Name]