

[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: HBA Visa Process Application

Dear [Recipient's Name],

I am writing to formally initiate the process for my HBA visa application. I have attached all necessary documentation as per the requirements.

Details of my application are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Purpose of Visa Application: [Briefly state the purpose]
- Desired Start Date: [Date]
- Duration of Stay: [Specify duration]

Please let me know if you require any additional information or documentation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]