

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

[Recipient's Name]
[Recipient's Position]
[Company/Consulate/Embassy Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for HQ Visa

I am writing to formally submit my application for an HQ Visa. I am [Your Position] at [Your Company Name], and I have recently been offered a [specific position/job] that requires me to relocate to [Country/Location].

I have attached all required documents, including:

- Completed application form
- Valid passport photocopy
- Recent passport-sized photographs
- Employment verification letter
- Proof of accommodation
- Financial statement

[Optional: Brief description of your job role and why the move is necessary.]

I would greatly appreciate your assistance in expediting my application. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]