

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Submission of HQ Visa Application

Dear [Recipient's Name],

We are pleased to submit the necessary documentation for the HQ visa application for [Employee's Full Name], a [Job Title] at [Your Company Name], who is required to travel to [Destination Country] for [specific purpose of travel, e.g., business meetings, project discussion, etc.].

Enclosed with this letter, you will find the following supporting documents:

1. Completed HQ visa application form
2. Copy of the employee's passport
3. Employment verification letter
4. Proof of travel itinerary
5. [Any other relevant documents]

We kindly request your assistance in processing this application at your earliest convenience. Should you require any further information or additional documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]