

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

[Consulate General/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear [Consul/Official's Name],

Subject: Letter of Intent for HQ Visa Application

I am writing to formally express my intent to apply for an HQ visa to [Country Name] as part of my professional engagement with [Company Name], where I serve as [Your Job Title].

The purpose of my visit is to [briefly state the purpose, e.g., "lead a project," "participate in training," etc.]. My proposed dates of travel are from [start date] to [end date].

I believe that my skills in [mention relevant skills or experience] will greatly contribute to [Company Name or the specific project]. I have attached supporting documents, including [list any relevant documents such as an employment letter, project details, etc.].

I appreciate your consideration of my application and look forward to the opportunity to work collaboratively in [Country Name].

Thank you for your attention.

Sincerely,

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