

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

Dear [Recipient Name],

Subject: Request for HQ Visa Application Support

I am writing to formally request your support in the application process for my HQ visa. As [your position] at [your company], I am seeking to [explain the purpose of your visit, e.g., attend a conference, collaborate on a project, etc.].

The details of my proposed travel are as follows:

- Purpose of Visit: [Briefly explain the purpose]
- Duration of Stay: [Start and end dates]
- Destination: [City and country]

I believe that this opportunity will not only enhance my professional development but also contribute positively to our company's objectives. I would greatly appreciate your guidance and any necessary documentation that may assist in facilitating my visa application.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]