

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: HQ Visa Case for [Applicant Name/Case Number]

I am writing to formally request consideration for the HQ visa application for [Applicant Name], which was submitted on [Submission Date]. As per the requirements outlined, we believe that [Applicant Name] meets all eligibility criteria due to [reason for application eligibility].

[Provide a brief overview of the applicant's qualifications, experiences, and contributions relevant to the HQ visa category.]

We respectfully request a thorough review of the application and supporting documents provided, including [list key documents such as proof of qualifications, endorsements, etc.].

Given the urgency of this matter and the potential impact on our operations, we kindly ask for your prompt attention to this case. We appreciate your assistance and understanding in ensuring a timely resolution.

Thank you for your cooperation. Please feel free to contact me at [Phone Number] or [Email Address] for any further information or clarification.

Best regards,

[Your Name]  
[Your Title/Position]  
[Company/Organization Name]