

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

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

Dear [Recipient Name],

I am writing to formally apply for a [specific type] work visa to [Country] for the purpose of [reason for work, e.g., employment, internship, etc.].

I have been offered a [position/job/internship] at [Company/Organization Name] located in [City, Country]. This opportunity will allow me to [brief description of what you will do and its significance].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Employment letter from [Company/Organization Name]
4. Letter of invitation (if applicable)
5. Proof of accommodation arrangements
6. Financial statements or proof of funds

Thank you for considering my application. I look forward to the opportunity to contribute positively to [Company/Organization Name] and to [Country]. Please feel free to contact me if you require any additional information or documentation.

Sincerely,
[Your Name]