

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Visa Support Letter for [Employee's Name]

Dear Sir/Madam,

We are writing to support the visa application of our employee, [Employee's Name], who holds the position of [Job Title] at [Company Name].

****Employee Details:****

- Full Name: [Employee's Name]
- Position: [Job Title]
- Passport Number: [Passport Number]
- Nationality: [Nationality]

****Purpose of Travel:****

[Describe the purpose of the trip, including any relevant details such as business meetings, conferences, etc.]

****Duration of Stay:****

[State the dates of travel and the duration of stay]

****Company Information:****

- Company Name: [Company Name]
- Company Address: [Company Address]
- Contact Information: [Phone Number and Email Address]

We confirm that [Employee's Name] is an integral part of our team and this travel is essential for [business objectives or project details]. Please feel free to contact us for any further information or clarification.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]