

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

Dear Sir/Madam,

Subject: Application for Work Visa (E-2 Visa)

I am writing to formally apply for a work visa to be employed in South Korea. I have secured a position as an English teacher at [School/Company Name], located at [School/Company Address]. My employment is scheduled to begin on [Start Date], and I am excited about the opportunity to contribute to the educational development of students in South Korea. Attached to this letter, you will find the following documents to support my application:

1. Passport copy
2. Employment contract from [School/Company Name]
3. Personal statement
4. Relevant academic and professional qualifications
5. Background check certificate

I respectfully request that you process my application at your earliest convenience, allowing me to commence my teaching duties on time. Please do not hesitate to contact me if you require any additional information or documentation.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]