

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

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

Subject: Application for Kuwait Residence Visa

Dear [Recipient Name],

I am writing to formally request the issuance of a residence visa for Kuwait. My details are as follows:

1. **\*\*Full Name:\*\*** [Your Full Name]
2. **\*\*Nationality:\*\*** [Your Nationality]
3. **\*\*Passport Number:\*\*** [Your Passport Number]
4. **\*\*Date of Birth:\*\*** [Your Date of Birth]
5. **\*\*Occupation:\*\*** [Your Occupation]
6. **\*\*Employer/Company Name:\*\*** [Your Employer/Company Name]
7. **\*\*Duration of Stay:\*\*** [Duration of Stay]

I have attached all necessary documents including my passport copy, employment contract, and any other required forms.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]