

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Work Visa Application Support

Dear [Recipient Name],

We, [Company Name], located at [Company Address], hereby confirm our intention to employ [Employee's Name] as a [Position Title] in our organization.

[Employee's Name] has been selected for this position due to their skills and qualifications, which we believe will greatly benefit our operations.

The terms of employment will include:

- Start Date: [Start Date]
- Duration of Employment: [Duration]
- Salary: [Salary]
- Other Benefits: [Details of any benefits]

We request the Ministry of Interior in Kuwait to process the work visa application for [Employee's Name]. If further information is needed, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]