

[Your Company Letterhead]

[Date]

[Immigration Authority Name]

[Address]

[City, State, Zip Code]

Subject: Reception of MX Employee Visa Request

Dear [Immigration Authority Name],

This letter is to formally acknowledge the receipt of the MX employee visa request submitted by [Employee's Name] for the position of [Employee's Position] at [Company Name]. The application was received on [Date of Application Submission].

We appreciate your attention to this matter and look forward to your prompt processing of the visa request. If you require any further information or documentation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]