

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Immigration Office/Consulate]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Technology Work Visa Approval for [Employee's Name]

I am writing to formally request the approval of a work visa for [Employee's Name], who has been offered a position as [Job Title] at [Company Name]. Our company is located at [Company Address] and is engaged in [brief description of your company's business and industry].

[Employee's Name] possesses the necessary skills and qualifications, including [list relevant qualifications, degrees, and certifications], which are essential for the successful execution of [his/her/their] duties at our company. [Explain why this position is critical to the success of your company and how it contributes to the local economy or technology sector, if applicable.]

We believe that [Employee's Name] will significantly contribute to [briefly explain specific projects or goals]. We kindly request that you expedite the processing of [his/her/their] work visa application to ensure a smooth transition for [him/her/them] to our team.

Enclosed are the necessary supporting documents for your review:

1. Employment Offer Letter
2. Company Registration Documents
3. [Any other relevant documents]

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]