

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Visa Application Support for [Employee's Name]

Dear Sir/Madam,

I am writing on behalf of [Company Name], located at [Company Address], to formally support the visa application of our employee, [Employee's Name], who is seeking to travel to [Destination Country] for [purpose of travel, e.g., business meetings, training, etc.] from [start date] to [end date].

[Employee's Name] has been employed with us as a [Job Title] since [Employment Start Date] and has consistently demonstrated [brief mention of employee's skills, contributions, or importance to the company].

The purpose of [his/her/their] visit is to [explain the reason for travel in brief detail]. During [his/her/their] time in [Destination Country], [Employee's Name] will be staying at [Accommodation details, if applicable] and will return to [Home Country] following the trip.

We assure you that [Employee's Name] will comply with all immigration regulations and will return to [Home Country] upon completion of [his/her/their] visit. We are committed to supporting [his/her/their] application and trust that you will find the application in order.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]