

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Work Visa Processing

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request your assistance in processing my work visa application. My name is [Your Name] and I have been offered a position as [Job Title] at [Company Name], starting on [Start Date]. As part of the employment requirements, I need to secure a work visa to legally work and reside in [Country]. I have attached all necessary documents, including my employment offer letter, passport copies, and any other required supporting materials.

I would greatly appreciate your guidance on the next steps in the visa application process and any additional information you may require from me. If there are any forms that I need to fill out or fees to be paid, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title, if applicable]

[Company Name, if applicable]