

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Support Letter for QZ Visa Application

Dear [Recipient Name],

I am writing to support the QZ visa application of [Applicant's Name], who is seeking to [briefly state purpose, e.g., participate in a cultural exchange, attend a training program].

[Applicant's Name] has been invited by [Organization/Company Name] to [description of activities related to the visa, e.g., undertake specific training, engage in cultural activities], which will take place from [start date] to [end date]. This opportunity is crucial for [explain the significance of this opportunity and how it relates to the applicant's professional/cultural growth].

As [your relationship to the applicant, e.g., their employer, program coordinator], I can attest to [Applicant's Name]'s qualifications and commitment to [field, discipline, cultural exchange, etc.]. [He/She/They] is a reliable and talented individual who will make meaningful contributions during [his/her/their] stay.

We kindly ask you to facilitate and expedite the processing of [Applicant's Name]'s QZ visa application. Should you require any further information or clarification, please feel free to contact me at [your phone number/email].

Thank you for considering this request.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Organization/Company Name]  
[Organization/Company Address]  
[City, State, Zip Code]