

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: RJ Visa Documentation Support

I am writing to provide the necessary documentation and support for the RJ visa application for [Applicant's Name], who is seeking to travel to [Destination Country] for [Purpose of Travel].

Please find attached the following documents:

1. Copy of the applicant's passport
2. Proof of employment/invitation letter from [Company/Organization Name]
3. Financial statements or sponsorship letters
4. Any additional documentation as required

We appreciate your attention to this matter and are happy to provide any further information needed to facilitate this process.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]