

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

Dear [Consul/Embassy Official's Name],
Subject: Visa Support for [Name of Applicant]

I am writing to formally support the visa application of [Full Name of Applicant], who is seeking a visa to Rwanda for [specific purpose, e.g., business meetings, conferences, etc.] from [start date] to [end date]. [Applicant's Name] is [describe the applicant's position, role, or relationship to your company, e.g., "a key member of our management team"] and will be representing [Your Company/Organization Name] during this important visit.

We are committed to ensuring that [he/she/they] has a fruitful stay in Rwanda and will provide the necessary support for [his/her/their] travel requirements. [Mention any arrangements you've made for the applicant, e.g., accommodation, itinerary, etc.].

We kindly ask for your assistance in facilitating the visa process for [Applicant's Name]. Please feel free to contact me directly should you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

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