

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

[Recipient's Name]
[Recipient's Title]
[Ministry of Labour and Public Service]
[Office Address]
[City, State, Zip Code]

Subject: Application for Employment Visa

Dear [Recipient's Name],

I am writing to formally apply for an employment visa to Rwanda. I have secured a job offer from [Company Name] as a [Job Title], and I am excited about the opportunity to contribute to [Company Name] and work in Rwanda.

The details of my employment are as follows:

- Job Title: [Job Title]
- Employment Start Date: [Start Date]
- Duration of Employment: [Duration]
- Company Address: [Company Address]

Enclosed with this letter, you will find the necessary documents supporting my application, including:

1. A copy of my job offer letter
2. My Curriculum Vitae (CV)
3. Copies of my academic qualifications
4. A copy of my passport
5. [Any other relevant documents]

I kindly request your assistance in facilitating the processing of my visa application at your earliest convenience. I am eager to comply with all necessary procedures and provide any additional information you may require.

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]