

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, Zip Code]

Subject: Application for Work Permit Visa for Switzerland

Dear Sir/Madam,

I am writing to apply for a work permit visa to Switzerland. I have been offered a position as [Job Title] with [Company Name] located in [City/Location] and I am eager to contribute my skills and expertise to the organization.

Enclosed with this letter are the required documents including my employment contract, proof of qualifications, and any additional information needed for my application. I am committed to fulfilling all visa requirements and regulations during my time in Switzerland.

Thank you for considering my application. I look forward to your positive response. Please feel free to contact me for any further information or clarification.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]