

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: SZ Visa Application for [Employee's Name]

Dear [Consulate/Embassy Official's Name],

I am writing on behalf of [Your Company Name], located at [Company Address], to support the visa application of our employee, [Employee's Name], who currently holds the position of [Employee's Job Title] within our organization.

[Employee's Name] has been an integral part of our team since [Employee's Start Date] and has consistently demonstrated exceptional skills in [Briefly describe employee's role and contributions].

We request your consideration to grant [Employee's Name] an SZ visa as they will be traveling to [Destination] for [Specific Purpose of Visit, e.g., business meetings, training, etc.] from [Start Date] to [End Date]. The purpose of this trip is essential for [Explain the importance of the visit to the company or project].

We assure you that [Employee's Name] will return to [Home Country] upon completion of their visit and continue their valuable contributions to our team.

Thank you for your consideration. If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]