

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

Subject: TZ Visa Support Letter for [Employee's Name]

Dear [Recipient's Name],

We are pleased to provide this letter of support for [Employee's Name], who is applying for a TZ visa to work with us at [Company Name].

[Employee's Name] has been employed with [Company Name] since [Start Date] as a [Job Title]. Their primary responsibilities include [briefly describe job responsibilities]. We believe that their skills and expertise are crucial for our ongoing projects and initiatives in [specific field/industry].

The purpose of their visit to [Country/Tanzania] is to [briefly explain purpose of visit, e.g., attend meetings, training, participate in projects, etc.], which is scheduled from [Start Date] to [End Date].

We assure you that [Employee's Name] will be returning to [Home Country] after their visit, and they will continue to be a valued member of our team. We appreciate your consideration of this application and request that the necessary visa be granted.

If you have any further questions or require additional information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]