

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for UAE Visa

Dear [Recipient's Name],

I hope this letter finds you well.

We are writing to formally request a visa for [Employee's Full Name], who is employed with us as [Employee's Job Title]. This visa is required for [specific purpose of the visit, e.g., business meetings, conferences, etc.] in the United Arab Emirates.

[Employee's Full Name] will be traveling to [specific location in UAE] from [start date] to [end date]. During this time, [he/she/they] will be engaged in [brief description of activities].

We assure you that [Employee's Full Name] will adhere to all UAE laws and regulations during the visit. Attached are the necessary documents for your review, including [list any attached documents such as passport copy, travel itinerary, etc.].

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]