

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient's Company/Organization Name]
[Address]
[City, Postal Code]

Dear [Recipient Name],

Subject: Application for UAE Residency Visa

I hope this letter finds you well.

I am writing to formally apply for a UAE residency visa. I am [your nationality] and currently [your current status, e.g., on a visit visa, working in the UAE, etc.]. Due to [reason for residency, e.g., employment, family ties, etc.], I wish to obtain a residency visa to remain in the United Arab Emirates for an extended period.

I have attached all required documents, including:

1. A completed residency visa application form.
2. Passport copies.
3. Medical fitness certificate.
4. Employment contract/letter of sponsorship (if applicable).
5. [Any other relevant documents].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]