[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Confirmation of UAE Visa Application
I hope this letter finds you well. I am writing to formally confirm the submission of my UAE visa application, which was submitted on [date of application].
Please find the details of my application below:
- **Applicant Name:** [Your Full Name]
- **Passport Number:** [Your Passport Number]
- **Visa Type:** [Type of Visa (e.g., Tourist Visa, Employment Visa)]
- **Application Reference Number:** [Reference Number if applicable]
I appreciate your assistance in this matter and look forward to receiving the confirmation of my visa status at your earliest convenience.
Thank you for your attention to this request.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]