

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a work visa for the United Arab Emirates. I have been offered a position as [Your Job Title] at [Company Name], which I believe aligns perfectly with my skills and career aspirations.

I have attached the necessary documents, including my employment offer letter, educational certificates, and passport copy. I am excited about the opportunity to contribute to [Company Name] and am eager to integrate into the UAE workforce.

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

Sincerely,

[Your Name]