

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, Postcode]

Dear [Recipient's Name],

Subject: Work Visa Application

I hope this letter finds you well. I am writing to formally apply for a work visa to [specific type of visa, e.g., Tier 2, Skilled Worker Visa] in order to [briefly state the purpose of your application, e.g., take up employment with your company].

I have been offered a position as [job title] at [company name] starting on [start date]. I believe this opportunity aligns perfectly with my skills and experience, and I am eager to contribute to your team.

Enclosed with this letter are the necessary documents to support my application, including:

1. Passport copy
2. Job offer letter
3. Certificate of Sponsorship
4. Proof of qualifications
5. Evidence of English language proficiency
6. [Any additional documents relevant to your application]

I appreciate your consideration of my application. I am looking forward to the possibility of contributing to [company name] and am happy to provide any further information you may require.

Thank you for your time and attention.

Sincerely,

[Your Name]