

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employee Visa Application Support

I am writing to support the visa application of [Employee's Full Name], who has been offered a position at [Company Name] as [Job Title].

[Employee's Full Name] will be responsible for [Brief Description of Job Duties] and will be an essential part of our team, helping to [Describe Contributions to the Company/Project].

[Employee's Full Name] has [briefly outline qualifications and relevant experience]. We believe that [his/her/their] expertise will greatly benefit our organization and contribute to our ongoing projects.

We kindly request that you grant [Employee's Full Name] the necessary visa to enable [him/her/them] to fulfill [his/her/their] role in our company.

Thank you for your consideration. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]