

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Immigration Office/Consulate Name]

[Office Address]

[City, State, Zip Code]

Subject: Employee Visa Request for [Employee's Name]

Dear [Recipient Name],

I am writing to formally request a visa for [Employee's Name], who has been employed with [Company Name] as a [Employee's Job Title] since [Employee's Start Date]. We are seeking this visa to allow [him/her/them] to [briefly describe the purpose, e.g., work on a project, attend a conference, etc.] in [Country/Location].

[Employee's Name] has been an invaluable asset to our team, contributing to [describe significant contributions or projects]. The position requires [mention any specific qualifications, skills, or experiences that justify the visa request].

We kindly ask for your assistance in processing this request as [Employee's Name] is essential for [state the reason, such as completing a project, client meeting, etc.]. Enclosed are the necessary documents to support this application, including [list any attached documents, such as employment verification, project details, etc.].

Thank you for considering our request. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]