

[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],

Subject: Employer Visa Application for [Employee's Name]

I am writing to officially support the visa application of [Employee's Name], who we intend to hire for the position of [Position Title] at [Company Name].

[Employee's Name] possesses the required qualifications and experience that will significantly contribute to our team and help meet the demands of our projects. [He/She/They] will be responsible for [briefly describe job responsibilities].

We have conducted a thorough search for qualified candidates within the local labor market and have determined that [Employee's Name] possesses unique skills that are not readily available in our local area.

Enclosed with this letter are the necessary documents, including [list of documents, e.g., job offer, proof of recruitment efforts, employee qualifications].

We kindly ask for your assistance in processing this visa application expeditiously. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Website]