

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I am writing to formally request the issuance of an employee visa for [Employee's Full Name], who has been offered a position as [Job Title] at [Company Name].

[Employee's Full Name] will be an invaluable asset to our team, particularly in [briefly describe the employee's role and its importance]. We believe that their unique skills and experience in [mention relevant skills or experiences] will contribute significantly to our ongoing projects and overall success.

[Employee's Full Name] is expected to begin employment on [start date].

We appreciate your assistance in this matter and are confident that

[he/she/they] will comply with all visa regulations.

Thank you for your attention to this request. Should you require any additional information or documentation, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]