

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing on behalf of [Company Name], located at [Company Address], to formally support the visa application of our employee, [Employee's Full Name], holding the position of [Employee's Job Title].

[Employee's Full Name] has been employed with us since [Employment Start Date] and has played a vital role in our [Department/Project]. We require [Employee's Full Name] to travel to [Destination Country] for [specific purpose of travel, e.g., business meetings, training, etc.] from [Start Date] to [End Date].

We kindly request the issuance of a [specific type of visa] visa for [Employee's Full Name] to facilitate this business engagement. Attached are the necessary documents, including:

1. Employee's Job Description
2. Proof of Employment
3. Itinerary of travel
4. Any additional supporting documents as required

We assure you that [Company Name] will adhere to all regulations related to [Employee's Full Name]'s travel and stay in [Destination Country].

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]