

[Employer's Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing to support the visa application of [Employee's Full Name], who has been employed with [Company Name] as a [Employee's Job Title] since [Employment Start Date].

[Employee's Full Name] has been an integral part of our team, contributing significantly to [briefly describe job responsibilities and achievements].

We are requesting that you grant [him/her/them] a visa for [purpose of travel, e.g., business meeting, training, etc.], from [start date] to [end date]. During this period, [he/she/they] will be engaged in [specific activities planned for the trip].

We assure you that [Company Name] will cover all expenses related to [Employee's Full Name]'s travel and stay.

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

Thank you for considering this application.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]