

[Employer's Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear [Consulate/Embassy Officer's Name],

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

I am [Your Name], the [Your Job Title] at [Company Name]. We are writing to support the visa application of our employee, [Employee's Name], who has been with us since [Employee's Start Date].

[Employee's Name] holds the position of [Employee's Job Title] and has made significant contributions to our team, particularly in [briefly describe responsibilities or projects]. Their skills in [specific skills or areas of expertise] are invaluable to our company and directly contribute to our success.

We require [Employee's Name] to travel to [Destination Country] for [reason for travel, e.g., business meetings, training, etc.] from [start date] to [end date]. This visit is integral for [explain the importance of the trip and any anticipated outcomes].

We assure you that [Employee's Name] will return to [Home Country] upon completion of their visit, as they are an essential part of our team and are committed to their role at [Company Name].

Thank you for considering this request. If you require any further information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]