

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate General/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Visa Application for Employment

Dear [Consular Officer's Name],

I am writing to formally apply for a [specific type of visa, e.g., H-1B visa] to seek employment with [Company Name] as a [Job Title]. I have been offered a position at [Company Name], located at [Company Address], and I am eager to contribute my skills and expertise to the team.

I have enclosed the following documents to support my visa application:

1. Completed visa application form
2. Job offer letter from [Company Name]
3. Proof of qualifications (e.g., degree certificates, CV)
4. Passport copies
5. [Any additional documents required]

I appreciate your consideration of my application and am looking forward to your positive response. Should you require any further information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]