

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for VX Visa for Work Purposes

I am writing to formally apply for a VX visa to facilitate my upcoming work assignment in [Destination Country]. I am currently employed as [Your Job Title] at [Your Company Name] and have been given the opportunity to work on [specific project or task] starting from [start date] to [end date].

As part of my role, I will be responsible for [briefly outline your responsibilities and the importance of your work]. This assignment is crucial as it will [explain the significance of your work for your company or the host country].

Enclosed with this letter are the following documents to support my application:

1. Completed visa application form
2. Valid passport copy
3. Employment letter from [Your Company Name]
4. Project details and itinerary
5. Proof of accommodation in [Destination Country]
6. [Any other relevant documents]

I assure you that I will comply with all the laws and regulations of [Destination Country] and will return to [Your Home Country] upon the completion of my work assignment.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]