

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Support Letter for Visa Application

Dear [Recipient's Name],

I am writing to support [Applicant's Full Name] in their application for a [specific visa type] visa. [Applicant's Full Name] is a valued [position/title] at [Your Company Name], where they have contributed significantly since [Start Date].

[Brief description of the applicant's role and responsibilities]

[Details about the purpose of travel, duration, and any relevant information about the visit]

We kindly request the consulate to facilitate [Applicant's Full Name]'s visa application, as their presence is crucial for [specific reason related to the business or project].

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]