

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a work visa to [Country Name] to accept a position as [Job Title] with [Company Name] starting on [Start Date].

I have been offered this position based on my skills and experience in [Your Field/Industry], and I am excited about the opportunity to contribute to [Company Name]. Additionally, I believe that my background in [Briefly Outline Relevant Experience/Skills] aligns well with the responsibilities of the job.

I have attached all necessary documentation, including my job offer letter, passport copy, and any other required forms. Please let me know if you need any further information to process my application.

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

Sincerely,  
[Your Name]