

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

Dear [Recipient's Name],

Subject: ZJ Visa Support Letter for [Employee's Full Name]

I am writing to support the ZJ visa application for [Employee's Full Name], who is currently employed with us as [Employee's Job Title] at [Your Company Name]. [Employee's Full Name] has been with our company since [Employee's Start Date] and has contributed significantly to our team through their expertise in [specific skills or areas of expertise]. As part of our ongoing project in [specific location or context], it is essential for [Employee's Full Name] to travel to [specific location] to [describe purpose of travel, e.g., attend meetings, collaborate with local teams, oversee projects]. This trip will take place from [start date] to [end date].

We acknowledge and understand the importance of compliance with the immigration authorities and guarantee that [Employee's Full Name] will adhere to all regulations during their stay in [country name]. We respectfully request that you consider this support letter favorably in the processing of the ZJ visa application.

Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

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