

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

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

Subject: Employment Verification for ZR Visa Application

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance in providing employment verification as part of my application for a ZR visa.

I am currently employed at [Your Company Name] in the position of [Your Job Title] since [Start Date]. In relation to my visa application process, I would greatly appreciate it if you could confirm my employment details, including my role, duration of employment, and salary.

Please find the necessary details below for your reference:

- Employee Name: [Your Name]
- Job Title: [Your Job Title]
- Employment Start Date: [Start Date]
- Current Salary: [Your Salary]

Your prompt assistance in this matter would be greatly appreciated as it will help expedite my visa application process. If you require any further information or specific forms to fill out, please do not hesitate to let me know.

Thank you for your time and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Your Company Name]