

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

[Recipient Name]
[Recipient Title/Position]
[Office/Organization Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Residence Visa Support Letter

Dear [Recipient Name],

I am writing to formally request a residence visa support letter as part of my application process for a residence permit in Zurich, Switzerland. I am [briefly explain your reason for moving to Zurich, e.g., a job offer, educational purpose, family reunion, etc.]. I have been offered a position with [Company Name] as [Your Job Title] starting on [Start Date].

Attached to this letter, you will find copies of the necessary documents, including my employment contract, proof of accommodation, and financial statements.

I would greatly appreciate your assistance in providing a support letter that confirms my residence and purpose in Zurich.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]