

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Visa Letter of Authorization

Dear [Recipient's Name],

I am writing to formally authorize [Employee's Full Name], holding the position of [Employee's Position] at [Your Company Name], to apply for a visa on behalf of our organization for the purpose of [reason for travel].

This authorization allows [Employee's Name] to represent [Your Company Name] during this application process and to provide any necessary documents to facilitate the visa issuance.

Please find the necessary details below:

- Employee's Full Name: [Employee's Full Name]
- Position: [Employee's Position]
- Passport Number: [Employee's Passport Number]
- Purpose of Travel: [Brief Description of Travel Purpose]
- Duration of Stay: [From Date] to [To Date]

Should you require any further information or verification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]