

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

[Recipient's Name]  
[Consulate General of Nigeria]  
[Consulate Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to support the visa application of [Applicant's Full Name], who is intending to travel to Nigeria for [purpose of visit, e.g., business meeting, conference, etc.] from [start date] to [end date].

[Provide a brief introduction of yourself and your position/title, along with your organization's name.]

[Provide details about the applicant, including their relationship to you and the purpose of their visit.]

We kindly request your assistance in granting [Applicant's Full Name] a visa to Nigeria for the aforementioned dates. We assure you that [he/she/they] will comply with all local laws and regulations during [his/her/their] stay.

Should you require any further information or clarification, please do not hesitate to contact me at [phone number] or [email address].

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]