

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, Postal Code]

Dear [Employer's Name],

Subject: Application for UAE Work Visa

I am writing to formally request the application for a work visa to the United Arab Emirates. I have been offered a position as [Your Job Title] at [Company's Name], and I am excited about the opportunity to contribute to your team.

As per the requirements for obtaining a work visa, I have attached the necessary documents, including my employment contract, passport copies, and any additional forms required by the UAE authorities.

I am looking forward to your assistance in processing this application promptly so I can join [Company's Name] at the earliest.

Thank you for your attention to this matter. Please feel free to contact me should you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]