

[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]

Dear [Recipient's Name],

I am writing to formally apply for a working visa to [country name], as I have received a job offer from [Company/Organization Name] for the position of [Job Title]. I am excited about the opportunity to contribute my skills and experience to your esteemed organization.

I have attached the necessary documentation, including my job offer letter, proof of qualifications, and any other required forms. My experience in [Your Field/Industry] aligns with the expectations of the role, and I am eager to make a positive impact at [Company/Organization Name].

Please let me know if any further information is needed to process my application. Thank you for considering my application. I look forward to the opportunity to work in [country name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]