

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Visa Verification Letter

Dear [Recipient's Name],

This letter is to confirm that [Applicant's Full Name], holder of [Applicant's Passport Number], is an active member of our organization, [Your Organization's Name], with membership ID [Membership ID].

[Applicant's Full Name] has been associated with us since [Date of Joining], and at present, they hold the position of [Applicant's Position/Role] within our organization.

This verification is issued to support [his/her/their] visa application for [Purpose of Visit, e.g., travel, conference] in [Destination Country]. We kindly request that you provide any necessary assistance in the processing of [his/her/their] visa application.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]