

Visa Application Reference Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a reference in support of my visa application for an upcoming business trip to [Insert Destination]. I am employed as [Your Job Title] at [Your Company Name], and I will be traveling from [Departure Date] to [Return Date] to attend [Name of Event/Meeting].

It would be greatly appreciated if you could provide a reference that confirms my employment status and the purpose of my travel. Your assistance will significantly enhance the strength of my visa application.

Should you require any further information or documentation, please feel free to contact me at [Your Email] or [Your Phone Number]. Thank you very much for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]