

Visa Application Reference Request

Date: [Insert Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in providing a reference for my visa application. As part of the application process, I am required to submit employment verification details.

During my time at [Company's Name], from [Start Date] to [End Date], I held the position of [Your Job Title]. Your confirmation of my employment status, role, and the duration of my employment would be invaluable in supporting my application.

If you are willing to assist, please send your response directly to [Visa Office's Email Address or Mailing Address]. I would greatly appreciate your timely help, as my application is due by [Application Deadline].

Thank you for considering my request. Please feel free to reach out if you need any additional information.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]