

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

Subject: Visa Application for Work Permit

I am writing to formally apply for a work permit visa to [Country]. My name is [Your Name], and I have been offered a position as [Job Title] with [Company Name], located at [Company Address]. My anticipated start date is [Start Date].

As per the requirements, I have enclosed the necessary documentation, including:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Employment contract
- Company invitation letter
- Proof of qualifications

I appreciate your attention to my application and hope for a favorable response at your earliest convenience. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]