

Embassy Visa Dispatch Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your visa application has been processed and your visa is now ready for dispatch. Your visa has been issued based on the application you submitted on [Insert Application Date].

Your visa details are as follows:

- Visa Type: [Insert Visa Type]
- Visa Number: [Insert Visa Number]
- Validity: [Insert Validity Dates]

The visa will be dispatched to the following address:

[Recipient's Address]

Please allow [insert expected number of days] days for it to reach you. If you do not receive your visa within this period, please contact our office at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Embassy Name]

[Embassy Contact Information]