

Request for Visa Category Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,
The Consular Officer,
[Embassy/Consulate Name],
[Embassy/Consulate Address],
[City, State, Zip Code].

Subject: Request for Change of Visa Category Due to Employment

Dear Sir/Madam,

I am writing to formally request a change in my visa category from [Current Visa Category] to [Requested Visa Category] due to my recent employment offer with [Company Name]. My current visa is valid until [Expiry Date], and I believe transitioning to the appropriate visa category will better align with my employment status.

I have attached the necessary documentation, including my employment letter, my resume, and any other relevant paperwork, to support my request. I kindly ask for your assistance in processing this change at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]