

Endorsement Request for Embassy Travel Document

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request your endorsement for my travel document application to enable me to undertake my employment overseas. I have been offered a position with [Company Name] in [Country] to work as a [Job Title]. This opportunity is crucial for my career advancement and professional development.

As part of the application process for the embassy travel document, I kindly seek your support in endorsing my request. The position begins on [Start Date] and requires me to be in [Country] for [Duration]. Attached are my job offer letter, the necessary documents, and my travel itinerary for your reference.

I appreciate your attention to this matter and look forward to your favorable response.

Thank you very much for your assistance.

Sincerely,

[Your Name]

[Your Job Title, if applicable]