

Request for Visa Approval Letter

Jessica Lee

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Visa Approval Department

Consulate of [Country]

123 Embassy Road

Washington, DC 20001

Subject: Request for Visa Approval for Business Trip to [Country]

Dear Visa Officer,

I hope this letter finds you well. I am writing on behalf of GlobalTech Corporation to request visa approval for Mr. John Anderson, our Senior Project Manager, who will be traveling to [Country] for an important business meeting with our partners in [City]. His trip is scheduled from November 10 to November 20, 2024, and the purpose of this visit is to discuss the implementation of a key project that will strengthen our partnership in the region.

Mr. Anderson is a valuable member of our team, and his presence is crucial to the success of the project. All necessary documentation, including his passport, invitation letter from our partners, and travel itinerary, is attached for your review.

We kindly request your approval of the visa for this business trip. Should you require any additional information or documentation, please do not hesitate to contact me at (555) 789-1234 or jessica.lee@globaltechcorp.com.

Thank you for your time and consideration.

Sincerely,

Jessica Lee

HR Manager

GlobalTech Corporation.