

Letter of Introduction for Visa Application

A letter of introduction is simply a letter from your employer to the embassy. It has to be written on your employer's letterhead and addressed to the embassy. This letter should be typed.

You would need an introduction letter for visa of which this is termed as a compulsory details or document, therefore, you are to ensure that your letter of introduction for visa application contains an adequate and necessary information about your employment contract that the visa officer/consular need to know. Information such as date of employment, designation/position, duration of leave from work, remuneration package and when you are expected back at work are mostly stated by most companies.

You should know that most company's HR units already have a template for letter of introduction, but for many small and medium-sized companies, this might not be the case and to guide whoever will be writing the letter, you should follow this guide. Finally, the letter should be signed by either the manager, CEO or HR personnel of your company.

SAMPLE TEMPLATE

March 10, 2014

The Visa Officer
The High Commission of Canada
Visa Section
Lagos.

Dear Sir,

RE: (Your full name in block letters)

We write to introduce (your name), a staff of our company who has shown interest in traveling to your country to obtain a degree in ... In preparation for greater opportunities in his career.

He is the ... (your position) and has an annual salary package of N...

Kindly assist him as he needs a study permit from your embassy.

Yours faithfully,
Blah blah NIGERIA LIMITED

Signature,
Name and designation of the Human Resource Manager