From,

[ Your Name]

[Address]

[City, State, Zip Code]

Employee ID

Emirates ID/Passport No

Mail id

Department/Branch

Position

To,

Company name

Company address

City, Location

[Zip code]

**Subject :** Request for the letter **‘*proof for the visit reason outside UAE’*** in **Twajudi Residency Registration**

Sir,

I have been working in our company for two years. I've just come home to leave. In the current situation, I have to register on the government site ***twajudi residency*** if I want to come back. For that I need a letter from our company. Here I humbly requested you to send the letter in my mail id . My mail id mentioned above.

Thanking you

Regards,

[Signature]

[Printed Name]