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 on leave. In this situation, I have to register my name in the *Twajudi Residency Registration* for my return. For the above mentioned purpose, I need a letter which mentioning me as your employee. So I humbly request you to grant the above letter to my mail ID: (abcdd@gmail.com) as early as possible.

Regards,

[Signature]

[Printed Name]