

Visa Leave Authorization Letter

[Your Name]
[Your Position]
[Your Company/School Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Embassy/Consulate Name]
[Address]
[City, State, ZIP Code]

Subject: Visa Leave Authorization Letter

Dear Sir/Madam,

I hereby authorize [Employee/Student Full Name] to apply for a travel visa to [Destination Country] during the period from [Start Date] to [End Date]. I am confident in [his/her] ability to manage responsibilities during this absence, and arrangements have been made to ensure a smooth workflow in [his/her] absence.

I kindly request you to consider this letter as part of [his/her] visa application, and I am available for any further clarification or documentation required.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Full Name]
[Your Position/Designation]
[Your Company/School Name - if applicable]
[Your Signature - if sending a hard copy]