**Introduction Letter for visa template**

Recipients address

Your address and contact details

Date

Objective: (No more than one sentence)

Dear (insert full name),

I, (insert name) am going on a short term internship to (insert destination). My internship start date is (insert date) and ends (end date). I will be leaving (insert destination) on (insert date).

The complete duration of my internship is (insert total duration) and I am doing this internship through (insert company name)

I have enclosed the required documents required to apply for a visa. I therefore am requesting an application for a single entry visa for the duration mentioned above.

Yours sincerely,

(Sign and print name)