

To whom it may concern,

Our employee, Mr. XX, has applied for the renewal of his work visa and residence permit. Accordingly, all of the required documents have been enclosed within this letter.

Mr. XX is more than 60 years old and has been a valuable employee of our company for the past 20 years. His job responsibilities include, but are not limited to, the handling of the numerous accounts of our property businesses, as well as the personal accounts of the company. Over the years, he has proven to be an indispensable asset to our business and has proven himself to be a loyal, hard working, honest and trustworthy employee.

His competence in his work ensures that we can trust him to efficiently handle all of the personal and confidential accounting matters of our company and he is also actively involved in managing and coordinating work within our office.

As Mr. XX has had years of experience and is thoroughly familiar with our businesses. His practice and expertise makes him an irreplaceable employee in our company. To this date, he has been in sound health and has never been hospitalized. He has also never availed the services of any health insurance that we have offered as part of his salary package.

His services are crucial in order to maintain smooth operation of our businesses and their accounts. Businesses like ours are the backbone of our economy, and expatriates like Mr. XX play a key role in improving business and helping the overall community.

He is an upstanding citizen with a clean record, and is a respected and valuable member of the community at large.

Thus, we request you to grant him his visa renewal and we will take full responsibility for his being with us, with regards to his residence as well as employment.

We hope that you will give due consideration to our request and we hope to receive a positive response from you in this regard.

Thanking you,

[Name of client]