

To,

Consulate of Latvia

World Trade Center, WTC West Tower,
Canal Row, Colombo, Sri Lanka

Mar 11, 2023

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Subject: Approval of my Work Visa with Latvian Consulate

Dear Sir/Madam,

I would like to visit Latvia for employment between Jul 23, 2023 and Feb 6, 2024 .

Travel Purpose: To work

As Srilanka citizen, I need to get a Work Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

I am currently working at Okaya Ltd as Finance Manager I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Latvian consulate website.

Please find enclosed the following documents to support my Work Visa application :

- **Two application forms as mentioned in the requirements**
- **Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.**
- **Original and copy of my passport with minimum 6 months validity**
- **My employment contract**
- **Proof of my leave approval from my employer**
- **Duly filled visa application form**

- **Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site**
- **My employment contract from the company in your country**
- **Attested bank statement of last 6 months**
- **My latest ITR which have been filed till date**
- **Proof of Invitation from my host**

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Mar 11, 2023

(Viraj)

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