

To,

**Consulate of Netherlands**

4 Liangmahe S Rd, Embassy Area  
Chaoyang, Beijing, China, 100028

**Mar 4, 2023**

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**Subject: Approval of my Work Visa with Dutch Consulate**

Dear Sir/Madam,

I would like to visit Netherlands for employment between Oct 4, 2023 and Apr 8, 2024 .

**Travel Purpose:** To work

As China 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 Budd Lake as Chief Financial officer I am the bearer of the expense of this trip

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

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

- **My employment contract**
- **My employment contract from the company in your country**
- **Two application forms as mentioned in the requirements**
- **Duly filled visa application form**
- **Proof of my leave approval from my employer**
- **Photos as per visa specification**
- **Original and copy of my passport with minimum 6 months validity**

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 4, 2023

*(Ying)*

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