

To,

**Consulate of Poland**

2 Chome-13-5 Mita, Meguro City, Tokyo  
153-0062, Japan

**Mar 1, 2023**

Make your own cover letter in 5 minutes using

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<https://onelink.to/vfbcch>

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

Dear Sir/Madam,

I would like to visit Poland for employment between Sep 30, 2023 and Mar 31, 2024 .

**Travel Purpose:** To work

As Japan 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 Shiseido as Engineer I am the bearer of the expense of this trip

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

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

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

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 1, 2023

*(Sunita)*

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