

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my support for [Employee's Name], who is seeking immigration assistance to [briefly state purpose, e.g., apply for a work visa, permanent residency, etc.]. [Employee's Name] has been employed with us at [Company Name] since [Date of Employment] as a [Job Title]. During their time with our company, [Employee's Name] has demonstrated remarkable skills and dedication, contributing significantly to our [mention specific projects, goals, or values]. Their expertise in [mention relevant skills or experience] has proven to be an indispensable asset to our team.

We believe that granting [Employee's Name] the necessary immigration status will not only benefit them personally but also enhance our organization's capacity to [mention relevant business goals or projects]. We fully support [Employee's Name]'s application and are committed to assisting them throughout this process. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you require any further information or documentation regarding [Employee's Name]'s employment and contributions.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]