

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request visa sponsorship for [Employee's Name], who has been offered a position as [Job Title] at [Company/Organization Name]. The details of the employment and the sponsorship request are outlined below.

****Employee Details:****

- Full Name: [Employee's Name]
- Position: [Job Title]
- Start Date: [Proposed Start Date]
- Duration of Employment: [Duration of Employment]

****Reason for Sponsorship:****

[Briefly explain the reason for the visa sponsorship, highlighting the skills and qualifications of the employee that are beneficial to the company.]

We appreciate your timely assistance in this matter, as it is essential for [Employee's Name] to begin working with us as soon as possible. If you need any further information or documentation to support this process, please do not hesitate to reach out.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]
[Company Phone Number]
[Company Website]