

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Subject: Visa Sponsorship for [Employee's Name]
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's Name].
[Employee's Name] is expected to contribute significantly to our team and
assist in our ongoing projects.
As we discussed, [Employee's Name] possesses the necessary skills and
qualifications required for the role. We believe they will be a valuable
addition to our organization, bringing [specific skills or experiences
relevant to the job].
To facilitate the work visa process, we are prepared to provide all
necessary documents required by the Danish immigration authorities,
including [list of documents].
We appreciate your consideration of our request for sponsorship and look
forward to your positive response. Should you require any additional
information, please do not hesitate to contact me directly.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Job Title]
[Company's Name]
[Company's Contact Information]