

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

[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Full Name]

I am writing to formally request visa sponsorship on behalf of [Employee's Full Name], who has been offered a position as [Job Title] at [Company's Name].

[Employee's Full Name] is a highly qualified candidate with [briefly describe qualifications, skills, and experience]. We believe that [he/she/they] will significantly contribute to our team and help [Company's Name] achieve its goals.

To ensure a smooth transition and compliance with immigration regulations, we would like to sponsor [him/her/them] for the [specific visa type, e.g., H-1B, L-1, etc.]. We understand the requirements and obligations that come with this sponsorship, and we are prepared to ensure that all necessary documentation is provided promptly.

We appreciate your consideration of this request and look forward to the opportunity to support [Employee's Full Name] in joining our team. Please do not hesitate to reach out if further information is needed.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company's Name]