

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

We are pleased to extend our support for [Employee's Name] as they apply for a visa to work with us at [Your Company Name]. [Employee's Name] has been offered the position of [Job Title] within our [Department/Team] starting on [Start Date].

[Employee's Name] possesses the skills and experience necessary for this role, and we firmly believe they will be a valuable asset to our organization. We kindly request that you provide the necessary assistance for the visa application process for [Employee's Name], ensuring that they can join our team without delays.

If you require any further information or documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]