

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

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

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to formally sponsor [Employee's Name] for an FZ Visa to enable them to work with [Company Name] as [Job Title/Position].

As [Employee's Name]'s prospective employer, we are committed to ensuring that they meet all the necessary requirements for the visa application process and we will provide adequate support for their relocation and integration into our workforce.

[Employee's Name] has been selected for this position due to their exceptional skills in [specific skills/qualifications relevant to the job], and their contribution will significantly benefit our team and overall business objectives.

We understand the importance of complying with all regulations and procedures related to visa sponsorship and assure you of our commitment to facilitate the process smoothly.

Should you require any additional information or documentation to support this sponsorship, please do not hesitate to let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Contact Information]