

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: GBA Visa Sponsorship

Dear [Recipient's Name],

We are pleased to confirm that [Employee's Full Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been a valuable member of our team since [Employee's Start Date].

As part of [his/her/their] employment, we are supporting [Employee's Full Name]'s application for a GBA visa. This visa will enable [him/her/them] to [specific reason for GBA visa, e.g., conduct business, attend conferences, etc.]. We acknowledge that this visa is essential for [Employee's Full Name] to fulfill [his/her/their] role effectively. [Employee's Full Name] is responsible for [brief description of job responsibilities and significance]. We believe that [his/her/their] presence in the GBA region will greatly contribute to [Company Name] and aid in strengthening our business operations.

Should you require any further information, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]