

[Your Name]
[Your Title]
[Your Department]

HBO

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

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

Dear [Recipient's Name],

Subject: Visa Sponsorship Request

I am writing to formally request sponsorship for a work visa for
[Employee's Name], who has been offered a position as [Job Title] with
HBO.

[Employee's Name] possesses the skills and qualifications that are
essential for this role, including [briefly mention relevant
skills/experience]. Due to the nature of the position, it is vital to
secure [Employee's Name] as a key addition to our team.

We are committed to ensuring that all immigration requirements are
properly handled, and we will provide all necessary support for the visa
application process.

Please feel free to reach out if you require any additional documentation
or information to facilitate this process.

Thank you for considering this sponsorship request.

Sincerely,

[Your Name]
[Your Title]

HBO