

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

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

Subject: Request for H-1B Visa Sponsorship

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in sponsoring my H-1B visa application.

[Briefly introduce yourself and your position within the company, including how long you have been employed and your contributions.]

As [Job Title] at [Company Name], I have been actively involved in [mention specific projects, achievements, or responsibilities]. My role requires specialized knowledge that aligns with the criteria for the H-1B visa.

The H-1B visa will allow me to continue contributing to [Company Name] and help us achieve our goals in [mention any relevant projects or objectives].

I am kindly requesting a meeting to discuss this matter further and explore any necessary documentation or support you might require.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]