

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Address]

[City, State, Zip Code]

Subject: Visa Sponsorship Letter for [Employee Name]

Dear [Recipient Name],

I am writing to confirm that [Employee Name], holding the position of [Employee Position] in our company, [Company Name], will be traveling to [Destination Country] to [purpose of travel] from [start date] to [end date].

Our company is pleased to sponsor [Employee Name]'s visa application for this journey. [Employee Name] has been a valuable part of our team since [start date of employment] and is expected to [specific duties or responsibilities during the trip].

Please find attached the necessary documents to support this visa application, including:

1. Proof of employment
2. Passport copy
3. Schedule of travel
4. [Any other supporting documents]

We appreciate your attention to this matter. Should you need any further information, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]