

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request visa sponsorship for [Employee's Name], who has been selected to join [Company Name] in the role of [Job Title]. [Employee's Name] is scheduled to start on [Start Date] and will play a crucial role in [Brief Description of Responsibilities].

Due to [Reason for Visa Requirement], we kindly ask for your assistance in obtaining the necessary visa to ensure a smooth transition for [Employee's Name]. We believe that [he/she/they] will significantly contribute to our team's success and further our mission at [Company Name].

Attached are the required documents and forms that support this sponsorship request. Please let me know if any further information is needed or if there are additional steps we should take during this process.

Thank you for considering this request. We appreciate your support and look forward to your positive response.

Warm regards,

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