

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: H-1B Visa Sponsorship for [Employee's Name]

Dear [Recipient's Name],

We are pleased to confirm that [Your Company Name] is willing to sponsor [Employee's Name] for an H-1B visa. [Employee's Name] has been offered the position of [Job Title] within our organization, starting on [Start Date].

[Employee's Name] will be employed in a specialty occupation that requires [brief description of the job and how it fits H-1B requirements]. We anticipate that [Employee's Name] will make significant contributions to our team by [mention any specific skills or experience that are relevant].

As the employer, we will cover all associated costs for visa processing and comply with all regulatory obligations as stipulated by the U.S. Citizenship and Immigration Services (USCIS).

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you need any additional information or documentation.

Thank you for considering this sponsorship request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]