

[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]

Dear [Recipient's Name],

Subject: Request for H-3 Visa Sponsorship

I hope this letter finds you well. I am writing to formally request your support in sponsoring my application for an H-3 visa to participate in a training program with [Company/Organization Name].

As you know, the H-3 visa allows foreign nationals to receive training in the United States for a limited period. I believe that this opportunity will provide essential skills and knowledge to further my career in [Your Field/Industry].

[Briefly explain your background, qualifications, and the specific training program you wish to pursue. Include how it aligns with the company's objectives and your career goals.]

I am confident that this training will not only benefit my professional growth but also contribute positively to [Company/Organization Name] by [mention how your training aligns with the company's success or projects].

I would greatly appreciate your consideration of my request. Should you need any additional information or documents, please feel free to reach out to me at [Phone Number] or [Email Address].

Thank you for considering my H-3 visa sponsorship request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]