

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship Letter

We, [Your Company Name], are pleased to confirm our intention to sponsor [Employee's Full Name] for a visa to work in the United States as a [Job Title] starting from [Start Date].

[Employee's Full Name] has been an integral part of our team, demonstrating exceptional skills in [specific skills related to the job] and contributing to our success through [specific contributions]. We believe that their continued employment with us is vital for our company's growth and development.

To facilitate the process, we are prepared to assist with all necessary documentation required for the visa application and will cover any associated fees. We affirm that [Employee's Name] will adhere to all regulations regarding employment terms and conditions related to the visa.

If you have any further questions or require additional information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering this sponsorship request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]