

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to confirm that [Your Company Name] is willing to sponsor [Employee's Name] for a [specific type of visa, e.g., J-1, H-1B, etc.] visa. We understand that [Employee's Name] requires this sponsorship to work in the [specific position] role within our organization.

[Employee's Name] has been selected due to [briefly explain reasons for selection, skills, and qualifications]. We believe that their contributions will be valuable to our team and overall organizational goals.

As the sponsoring company, we assure you that we will comply with all regulations and requirements set forth for the visa process, including providing necessary documentation and ensuring that [Employee's Name] adheres to the terms of their visa.

We look forward to facilitating this process and enabling [Employee's Name] to join us for this exciting opportunity.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]