

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[U.S. Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a J-1 visa sponsorship for [Intern/Scholar's Name], who is applying for a position as a [Position Title] at [Your Company Name]. This program is designed to provide [briefly describe the purpose of the internship/scholarship program, e.g., professional development, cultural exchange].

[Intern/Scholar's Name] will be involved in [describe specific duties/responsibilities] during their time here, which will facilitate [mention what's achieved for the intern/scholar and company].

We understand the responsibilities involved in sponsoring a J-1 visa and affirm our commitment to complying with all regulations pertaining to the program. We believe that [Intern/Scholar's Name] will greatly benefit from this opportunity and contribute positively to our organization.

Please find attached the following documents to support this application:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We appreciate your consideration of this request and look forward to your prompt response. If you require any further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]