

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

Dear [Recipient Name],

Subject: Visa Sponsorship Request

I am writing to formally request visa sponsorship for [Employee's Name], who has been offered a position at KLM in the capacity of [Job Title]. We believe that [he/she/they] will be a valuable addition to our team, contributing [his/her/their] skills and expertise in [specific area related to job].

[Employee's Name] possesses the qualifications required for the position, including [mention relevant qualifications, experience, and skills]. We are committed to ensuring that all necessary documentation and support are provided to facilitate [his/her/their] visa application process.

Please find enclosed the required documents, such as [list documents included, e.g., job offer letter, employment contract, proof of financial means, etc.]. We appreciate your assistance in this matter and look forward to your positive response regarding the visa sponsorship.

Thank you for your attention to this request. Should you require any further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

KLM Royal Dutch Airlines