

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Visa Sponsorship for [Employee's Name]

Dear [Recipient's Name],

We are pleased to inform you that [Employee's Name], currently residing in [Employee's Country], has been selected to join our team at [Company Name] as a [Job Title]. We fully support [his/her/their] application for an LX visa to work with us in [Location].

As a company, we recognize the value that [Employee's Name] brings to our organization and are committed to facilitating the necessary documentation for [his/her/their] visa approval. We assure you that [Employee's Name] meets all qualifications for the position and will be a valuable addition to our workforce.

Should you require any further information or documentation, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]