

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Visa Sponsorship for [Employee's Name]

Dear [Employee's Name],

We are pleased to inform you that [Company Name] is willing to sponsor your application for a visa to work in Mexico. This letter serves as a formal sponsorship document for your visa application.

1. **Company Information:**

- Company Name: [Company Name]
- Address: [Company Address]
- Tax ID Number: [Tax ID Number]
- Contact Person: [Contact Name]
- Phone: [Contact Phone]
- Email: [Contact Email]

2. **Employee Information:**

- Employee Name: [Employee's Full Name]
- Job Title: [Employee's Job Title]
- Department: [Employee's Department]
- Employment Start Date: [Start Date]
- Duration of Employment: [Specify Duration]

3. **Purpose of Employment:**

[Brief description of the position and its relevance to the company.]

We commit to meeting all requirements set forth by the Mexican government for the visa application process and will provide the necessary documentation to assist with your visa application.

If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]