

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request visa sponsorship for [Employee's Name], who has accepted a position as [Job Title] with [Company Name]. We believe that [Employee's Name] will be a valuable asset to our team and contribute significantly to our organization.

[Employee's Name] possesses [mention relevant experience, skills, or qualifications that make them suited for the role]. We have thoroughly vetted their background and skills to ensure they align with our company's goals.

We would like your assistance in obtaining an [specific type of visa, e.g., H-1B, O-1] for [Employee's Name] so that they may begin their employment with us as soon as possible. We understand the requirements and processes involved in obtaining sponsorship and are committed to providing all necessary documentation to facilitate this request.

Thank you for considering our request. We look forward to your positive response and are hopeful we can move forward with the sponsorship process for [Employee's Name].

Sincerely,

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