

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for RJ Visa Sponsorship

Dear [Recipient's Name],

I am writing to formally request sponsorship for my RJ visa application. As you know, [briefly explain your position and the importance of the visa for your work].

I have attached the necessary documents and information required for the application process, including:

1. Copy of my passport
2. Evidence of employment and position
3. [Add any other relevant documents]

I appreciate your consideration of this request and look forward to your support in facilitating my visa application. Please let me know if there are any additional steps or information needed on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]