

[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]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to formally request your support in sponsoring a visa for [Employee's Name], who is applying for [specific type of visa] to work at [Company/Organization Name] in Switzerland. [Employee's Name] has been offered the position of [Position Title] and is expected to bring significant value to our team.

[Briefly explain the role, responsibilities, and why the candidate is a good fit for the position.]

We understand the requirements outlined by the Swiss authorities for visa sponsorship, and we are fully committed to adhering to these guidelines.

[Employee's Name] will meet all criteria necessary for the visa application process.

Please find attached the following documents to support this sponsorship request:

1. Copy of the job offer letter
2. Company registration documents
3. [Any additional relevant documents]

We appreciate your assistance in this matter and look forward to your positive response. Please do not hesitate to contact me if you require further information or documentation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]
[Company Phone Number]
[Company Website]