

[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],

Subject: Request for TK Visa Sponsorship

I hope this message finds you well. I am writing to formally request your support in sponsoring my application for a TK visa.

[Briefly explain your purpose for the TK visa, your relationship with the company/organization, and any relevant background information.]

Please find attached the necessary documents for your review.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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