

[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 Request

I hope this letter finds you well. I am writing to formally request your support in sponsoring a visa for [Applicant's Full Name], who wishes to [brief description of the purpose, e.g., work, join family, study, etc.] in the United Arab Emirates.

[Provide details about the applicant, including their relationship to you, qualifications, and reason for their visit.]

I assure you that I will take full responsibility for [Applicant's Full Name]'s stay in the UAE, including all financial obligations related to their accommodation, healthcare, and other expenses during their time here.

I kindly ask for your assistance in this matter and would greatly appreciate your prompt response. Please feel free to contact me if you require any further information or documentation.

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]