

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Visa Sponsorship for [Employee's Name]

Dear [Recipient's Name],

I am writing to formally request sponsorship for a UAE visa for [Employee's Name], who has been offered a [Position Title] role at [Company Name]. We are excited to have [him/her/them] join our team and contribute to our projects and goals.

[Employee's Name] is a [brief description of the employee's qualifications and expertise], and we believe [he/she/they] will play a pivotal role in our continued success.

As [his/her/their] sponsor, [Company Name] will handle all related expenses for the visa processing and ensure that all necessary documentation is submitted in accordance with UAE immigration regulations.

Please find attached the required documents for your review:

1. Copy of the employment offer letter
2. Employee's passport copy
3. Company trade license
4. Company authorization letter

We kindly ask for your prompt assistance in processing this sponsorship request so that [Employee's Name] can start [his/her/their] employment with us as soon as possible.

Thank you for your attention to this matter. If you require any further information or additional documentation, please do not hesitate to reach out.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Company Name]