

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that [Your Company Name] is willing to sponsor your visa application for the position of [Job Title] with our organization.

Details of the sponsorship are as follows:

- Position: [Job Title]
- Job Description: [Brief description of the job responsibilities]
- Salary: [Annual Salary]
- Start Date: [Proposed Start Date]

As a sponsoring employer, we acknowledge the responsibilities that come with this sponsorship, and we are fully committed to supporting you through the visa application process.

Please do not hesitate to reach out if you require any additional information or documentation.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]