

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your support in sponsoring my application for a U.S. work visa. I have been offered a position at [Company Name] as a [Job Title], beginning on [Start Date].

[Briefly explain the importance of the role and how it aligns with your skills and experience. Mention any unique qualifications that make you a suitable candidate for this position.]

As part of the hiring process, I understand that [Company Name] would need to provide requisite documentation to support my visa application. I appreciate your willingness to assist with this process.

[Express your gratitude for their consideration and mention any next steps or documents you may need to provide.]

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title (if applicable)]

[Company Name (if applicable)]