

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Sponsorship for [Employee's Full Name]

I am writing on behalf of [Your Company's Name], located at [Your Company's Address], to confirm our intention to sponsor [Employee's Full Name] for a [type of visa] visa.

[Employee's Full Name] is currently employed with us as a [Employee's Job Title], and has been a valuable part of our team since [Employee's Start Date]. During this time, [he/she/they] has demonstrated exceptional skills in [specific skills or contributions], which have greatly benefited our company's success.

We fully support [his/her/their] application for a visa and assure you that we will provide all necessary assistance to [Employee's Full Name] during the visa application process. We understand the importance of this matter and we are committed to ensuring that all requirements are met efficiently.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]