

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to formally sponsor [Employee's Name] for a visa to work in the position of [Job Title] at [Company Name]. We believe that [Employee's Name] possesses the necessary skills and qualifications that align with our business needs and will be a valuable addition to our team.

[Employee's Name] has been offered a position starting on [Start Date], with an annual salary of [Salary Amount]. Our company is committed to ensuring that all legal and immigration requirements are met to facilitate their visa process.

We will cover all associated relocation and visa processing fees, and provide [specific details about benefits, relocation assistance, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this sponsorship request.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]