

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

I am writing to formally request visa sponsorship for [Employee's Name], who has been offered the position of [Job Title] at [Company Name].

[Employee's Name] is a highly qualified candidate with [brief description of qualifications and experience]. We believe that their skills and expertise will greatly benefit our team and contribute to the success of our projects.

As per the requirements for visa sponsorship, we are prepared to provide all necessary documentation to support this application, including [list of relevant documents].

We appreciate your attention to this matter and look forward to your favorable response.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company Name]