

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Visa Sponsorship Letter

Dear [Recipient Name],

We are pleased to inform you that [Company Name] is willing to sponsor your application for a [specific type of visa, e.g., H-1B visa] to enable you to [briefly state the purpose, e.g., work as a software developer] with us.

Position: [Job Title]

Start Date: [Proposed Start Date]

Duration: [Duration of Employment]

Salary: [Annual Salary]

[Company Name] is committed to supporting you in obtaining the necessary visa and will provide all required documentation to assist in the sponsorship process.

Please feel free to reach out to us if you require any additional information or assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]