

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your support in sponsoring Xuan [Last Name] for a visa to [Country/City]. Xuan has demonstrated exceptional skills and commitment in [describe relevant experience or skills] and would be a valuable addition to our [team/organization].

[Include specific details about Xuan's qualifications, role, and how their contributions align with your organization's goals.]

We assure you that we will comply with all legal requirements and procedures necessary for the visa application process. Your sponsorship will greatly assist in facilitating Xuan's relocation and integration into our organization.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]