

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: ZJ Visa Sponsorship Application for [Employee's Name]

Dear [Consulate/Embassy Official's Name],

I am writing to formally sponsor [Employee's Name], a [Employee's Position] at [Your Company Name], for a ZJ visa to work in [City/Location] for the duration of [duration of employment].

[Employee's Name] has been an invaluable asset to our team since [start date], and their expertise in [specific skills or responsibilities] is crucial for our ongoing projects.

We understand the responsibilities of a sponsor and assure you that we will comply with all legal obligations related to this sponsorship.

Please find attached all necessary documents to support this application, including [list of documents].

Thank you for considering this visa application.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]