

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, Postal Code]

Dear [Recipient's Name],

I am writing to formally express my intention to sponsor [Applicant's Name] for a New Zealand visa. [Provide a brief description of the applicant, including how you know them and their qualifications]. As a [your position or role] at [your company/organization], I am pleased to support [Applicant's Name] in their pursuit of [specific purpose, e.g., employment, study, etc.] in New Zealand. [Explain the reasons for the sponsorship and how it aligns with your company's goals and the applicant's skills].

I confirm that [Applicant's Name] will be employed in the position of [Job Title] and will receive a salary of [Salary Amount] per annum. This role is critical to our operations, and [Applicant's Name]'s expertise will greatly contribute to our success.

Attached are the necessary documents to support this sponsorship, including [list any supporting documents such as job offer letter, company registration, etc.].

Please do not hesitate to contact me if you require any further information or clarification regarding this sponsorship application.

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]  
[Company Website, if applicable]