

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

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

Dear [Recipient Name],

I am writing to formally request consideration for immigration sponsorship for [Name of Person to be Sponsored], who is seeking [specific visa type or immigration status].

[Brief introduction about yourself, your relationship to the individual, and your background.]

[Explain the reasons for the sponsorship, including any relevant details about the individual's skills, qualifications, and contributions they can make.]

[Discuss your ability to financially support the individual or any other personal qualifications that align with immigration sponsorship requirements.]

[Closing statement reiterating your request for sponsorship consideration and any additional information or supporting documents you are willing to provide.]

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

Sincerely,

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