

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

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

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Recipient's Name]

I hope this letter finds you well. I am writing to formally request visa sponsorship for [Recipient's Name], who is seeking to [reason for the visa, e.g., work, study] in the United States.

[Provide a brief introduction of the individual and their background, including qualifications, experience, and relevance to your organization.]

As a member of [Your Organization's Name/Your Position], I believe that [Recipient's Name] would make a valuable contribution to our team.

[Discuss the specific contributions or skills that the individual would bring to your organization.]

To facilitate [his/her/their] visa application, we are willing to provide the necessary support and documentation to support [his/her/their] sponsorship. We understand the responsibility that comes with this sponsorship and are committed to ensuring compliance with all visa requirements.

Please find attached [list any required documents you are including, e.g., proof of employment, financial support, etc.]. If you require any additional information or documents, please do not hesitate to contact me.

Thank you for considering this request. We look forward to your favorable response and the opportunity to have [Recipient's Name] join our organization.

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]
[Contact Information]