

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you in support of [Applicant's Name]'s visa application. As [his/her/their] sponsor, I am pleased to confirm my commitment to supporting [him/her/them] throughout [his/her/their] stay in [Country]. [Provide a brief introduction about yourself and your relationship with the applicant. Include details such as your occupation, your status in the country, and how you know the applicant.]

I confirm that I will be responsible for [Applicant's Name]'s [financial support, accommodation, health insurance, etc.] during [his/her/their] stay. I have enclosed evidence of my financial stability and capability to support [him/her/them] as needed.

Furthermore, I assure you that [Applicant's Name] intends to return to [his/her/their home country] after the completion of [his/her/their] visit/studies/work. [Optional: Provide any additional details about the applicant's ties to their home country, intentions, or plans upon return.]

Thank you for considering this application. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]