

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

Subject: Sponsorship Request Letter

Dear [Consular Officer's Name or "Sir/Madam"],

I am writing to formally request your assistance with the sponsorship of [Name of the Person Being Sponsored], who is applying for [Type of Visa or Residency].

[Provide a brief introduction about yourself and your relationship to the person you are sponsoring. Include relevant details such as nationality, current residence, and purpose of the visit.]

I am willing to act as a financial sponsor for [Name of the Person Being Sponsored] during their stay in the United States, ensuring that all their expenses, including [mention any specific expenses like accommodation, transportation, medical insurance, etc.], are covered.

[Include any additional information that supports the sponsorship, such as your financial capacity, employment, or any documents attached to support the request.]

Thank you for considering this request. I am hopeful that you will grant [Name of the Person Being Sponsored] the opportunity to experience the culture and opportunities in the United States.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Occupation (if applicable)]