

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear [Consulate/Embassy Officer's Name or "To Whom It May Concern"],  
Subject: Visa Sponsorship for [Applicant's Full Name]  
I, [Your Full Name], a [Your Relationship to the Applicant, e.g., friend, relative, employer] residing at [Your Address], am writing to formally sponsor [Applicant's Full Name], who is applying for a [type of visa, e.g., visitor, student] visa to [Country Name].

I confirm that I am willing to provide financial support and ensure accommodation for [Applicant's Full Name] during their stay in [Country Name]. Attached are copies of my [relevant documents, e.g., bank statements, proof of income, employment letter] to support this sponsorship.

[Provide any additional information that supports the application, such as the purpose of the visit, duration of stay, etc.]

I appreciate your consideration of this application, and I am confident that [Applicant's Full Name] will comply with all rules and regulations during their stay.

Thank you for your attention.

Sincerely,

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