

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

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

Subject: Sponsorship Letter for Visa Application

Dear Sir/Madam,

I am writing to formally sponsor [Applicant's Name] for their visa application to [Destination Country]. I am a [Your Relationship to Applicant, e.g., friend, relative, employer] and I am [a brief description of your status, e.g., a resident/citizen of Destination Country, employed at XYZ Company].

I would like to assure you that I will provide the necessary support for [Applicant's Name] during their stay, which is planned from [start date] to [end date]. I will ensure that all expenses, including accommodation, travel, and daily needs, are covered.

Attached are copies of my [mention any attached supporting documents, e.g., passport, proof of income, employment letter].

Thank you for considering this application. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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