

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

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

Subject: Visa Sponsorship Letter for [Beneficiary's Name]

Dear Sir/Madam,

I am writing to formally sponsor [Beneficiary's Name], who wishes to visit Bhutan for [purpose of visit, e.g., tourism, business, etc.] from [start date] to [end date]. I am a [Your Relationship to Beneficiary, e.g., friend, relative, etc.], and I currently reside at [Your Address]. I assure you that I will take full responsibility for all expenses related to [Beneficiary's Name]'s stay in Bhutan, including travel, accommodation, and daily expenses. I have attached copies of my identification and financial documents to support my sponsorship. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]