

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Visa Sponsorship Letter

Dear [Recipient's Name],

I hereby wish to formally sponsor [Applicant's Name] for a visa to visit Dubai for [duration of stay] from [start date] to [end date].

I am currently employed at [Your Company/Organization Name] as a [Your Job Title] and I have the financial means to support [Applicant's Name] during their stay in Dubai. I will be responsible for all expenses including travel, accommodation, and daily necessities.

[Applicant's Name] is [brief description of the relationship, e.g., my friend, family member, etc.], and I assure you that they will return to their home country upon completion of their visit.

Attached are copies of my identification, proof of employment, and bank statements to support this sponsorship.

Please feel free to contact me if you require any further information.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)