

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Immigration Agency Name]  
[Agency Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally sponsor [Beneficiary's Full Name], who is seeking to immigrate to [Country]. I am a [Your Relationship to Beneficiary, e.g., cousin, friend, etc.] and have known [him/her/them] for [duration of relationship].

I am a [Your Occupation/Job Title] currently employed at [Your Employer's Name] and I am financially able to support [Beneficiary's Name]. I understand the responsibilities involved in sponsorship and I am committed to providing for [his/her/their] needs during [his/her/their] stay in [Country].

[Add a paragraph detailing your relationship, the reasons for the sponsorship, and any relevant supporting details.]

I have attached the necessary documents to support this sponsorship, including [list of attached documents, e.g., proof of income, tax returns, etc.].

Thank you for considering my sponsorship of [Beneficiary's Name]. I am looking forward to your positive response. Please feel free to contact me should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]