

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

Subject: Sponsorship Verification for [Applicant's Name]

Dear [Title and Name of the Consular Officer/Relevant Person],
I am writing to confirm my sponsorship of [Applicant's Name], who is applying for a [type of visa] to [Country] for the purpose of [purpose of visit, e.g., education, tourism, etc.].

I, [Your Full Name], currently residing at [Your Address], am a [Your Occupation/Position] at [Your Employer/Organization]. I am a citizen of [Your Country] and am financially capable of supporting [Applicant's Name] during their stay in [Country].

The relevant details of my sponsorship are as follows:

- ****Sponsorship Type:**** [Financial support, accommodation, etc.]
- ****Duration of Stay:**** [Start and end dates of intended stay]
- ****Total Estimated Expenses:**** [Estimated cost of living and travel]

I am committed to ensuring that [Applicant's Name] has all the necessary resources throughout their visit and will provide them with [specific details about support, e.g., accommodation, food, etc.].

Please find enclosed the necessary documentation to support this sponsorship verification, including:

1. A copy of my [financial documents, ID, etc.]
2. [Any additional relevant documents]

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]