

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

[Consulate General/Embassy]  
[Address of the Consulate/Embassy]  
[City, State, ZIP Code]

Subject: Visa Sponsorship Letter for [Applicant's Full Name]

Dear Sir/Madam,

I am writing to formally sponsor [Applicant's Full Name], who seeks to apply for a [type of visa] visa to [destination country]. I confirm that I am a [Your Relationship to Applicant] residing at [Your Address].

I hereby undertake to provide [Applicant's Full Name] with all necessary support during their stay in [destination country]. I will ensure that they have adequate financial means to cover their expenses, including accommodation, travel, and medical insurance.

[Optional: Briefly explain the purpose of the applicant's visit, e.g., tourism, attending a conference, family visit, etc.]

I am also attaching relevant documents to support this sponsorship, including [list of documents, e.g., proof of income, bank statements, your ID or passport, etc.].

Thank you for your attention to this matter. Please feel free to contact me for any further information.

Sincerely,

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