

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

[Recipient's Name]
[Recipient's Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Support Letter for Visa Application

I am writing to support the visa application of [Applicant's Name], who is applying for a [type of visa] to [Country] for [duration of stay, e.g., two weeks] from [start date] to [end date].

[Applicant's Name] is my [relationship, e.g., friend, colleague, etc.], and I would like to vouch for their intention to visit [reason for visit, e.g., tourism, business meeting, family visit, etc.]. During their stay, they will be residing at [address where the applicant will be staying]. I assure you that [Applicant's Name] will comply with all regulations while in [Country] and will return to [home country] upon the completion of their visit. I will also be [mention your role, e.g., covering their expenses, providing accommodation, etc.].

Please find enclosed additional documents to support this application, including [list any supporting documents such as proof of relationship, financial documents, accommodation details, etc.].

Thank you for considering this application. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]