

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Visa Sponsorship for [Applicant's Name]

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing to formally sponsor [Applicant's Name] for a [Type of Visa] visa to [Destination Country].

I am currently employed as a [Your Job Title] at [Your Company], and I am fully capable of supporting [Applicant's Name] during their stay in [Destination Country].

Details of the applicant:

- Name: [Applicant's Name]
- Date of Birth: [Applicant's Date of Birth]
- Nationality: [Applicant's Nationality]
- Relationship: [Your relationship to the applicant]

The purpose of the visit is [briefly explain the purpose, e.g., tourism, business, family visit]. The intended duration of stay is from [Start Date] to [End Date].

I assure you that I will cover all financial responsibilities, including travel, accommodation, and living expenses during [Applicant's Name]'s stay.

Please find attached all supporting documents required for the visa application.

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]