

[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 Application Sponsorship Letter

Dear Sir/Madam,

I am writing to confirm that I will be sponsoring [Applicant's Full Name], who is applying for a [type of visa] visa to [Country]. I am a resident of [your country] and currently employed as [your job title] at [your company/organization].

I would like to assure you that I will be responsible for [Applicant's Full Name]'s expenses during their stay, including travel, accommodation, and daily living costs, ensuring that they comply with the conditions of the visa.

[Provide additional information about your relationship with the applicant, e.g., family member, friend, colleague, etc. Include any relevant details that demonstrate your ability to sponsor the applicant.] Attached are copies of my financial statements and proof of employment to verify my capability to support [Applicant's Full Name].

Thank you for considering this sponsorship. If you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]