

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Immigration Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Letter for [Name of the Sponsored Individual]

I, [Your Full Name], residing at [Your Address], wish to formally sponsor [Name of the Sponsored Individual], who is seeking to [state purpose, e.g., visit, study, work] in Ghana.

I hereby commit to providing financial support and accommodation to [Name of the Sponsored Individual] during their stay in Ghana. I understand the responsibilities that come with this sponsorship and assure you that I will ensure that [he/she/they] complies with the immigration laws and regulations of Ghana.

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

1. A copy of my identification (e.g., passport, ID card)
2. Proof of financial capability (e.g., bank statements, employment letter)
3. A signed affidavit, if applicable

Thank you for considering this sponsorship request. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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