

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

[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Sponsorship Letter for Immigration

Dear [Immigration Officer/Consul's Name],

I am writing to express my intent to sponsor [Name of Beneficiary], who is applying for immigration ([specify type of visa or residency]).

1. **\*\*Personal Information of Sponsor:\*\***

- Full Name: [Your Name]
- Date of Birth: [Date]
- Relationship to Beneficiary: [Your Relationship]
- Employment Status: [Your Employment/Occupation]
- Annual Income: [Your Income]

2. **\*\*Personal Information of Beneficiary:\*\***

- Full Name: [Beneficiary's Name]
- Date of Birth: [Date]
- Current Address: [Beneficiary's Address]
- Relationship to Sponsor: [Beneficiary's Relationship]

3. **\*\*Sponsorship Commitment:\*\***

I hereby confirm that I will provide full financial support to [Beneficiary's Name] and ensure that they will not become a public charge during their stay in [Country Name].

4. **\*\*Supporting Documents:\*\***

Attached to this letter are copies of my [list documents, e.g. bank statements, employment letter, etc.].

I appreciate your consideration of this application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]