

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

Dear [Consulate/Embassy Official's Name],

Subject: Sponsorship Letter for [Applicant's Name]

I, [Your Name], a resident of [Your Country], hereby write this letter to formally sponsor [Applicant's Name], residing at [Applicant's Address], for their [type of visa, e.g., tourist, student, business] visa application to [Country].

I am employed as [Your Job Title] at [Your Company/Organization] and have been residing in [Your Country] for [number] years. I assure you that I will provide financial support for [Applicant's Name] during their stay in [Country], covering all living expenses, travel costs, and any other necessary expenditures.

Enclosed with this letter, please find the following documents as proof of my financial capability:

1. Copy of my bank statements
2. Copy of my pay stubs or employment letter
3. [Any other relevant documents]

I kindly ask for your favorable consideration of this sponsorship application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Applicant]