

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

Dear Sir/Madam,

I am writing to express my support for [Applicant's Full Name], who is applying for [type of visa, e.g., a visitor visa] to [Country]. I have known [Applicant's Name] for [duration of acquaintance] and can attest to [his/her/their] character and intentions.

[Provide a brief description of your relationship with the applicant and any relevant experiences that highlight their trustworthiness, financial stability, or purpose of travel.]

I believe that [Applicant's Name] intends to [briefly explain purpose of visit, e.g., explore the country, attend a family event, etc.], and I fully support [his/her/their] application. [He/She/They] will return to [home country] after the visit, as [he/she/they] has [mention ties to home country, e.g., family, job, property].

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

Sincerely,

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