

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Support Letter for [Applicant's Full Name]

I am writing to support the visa application of [Applicant's Full Name], who is planning to visit Italy for [purpose of visit, e.g., tourism, business, study] from [start date] to [end date].

I confirm that I am [your relationship to the applicant, e.g., a family member, friend, employer] and that I will be responsible for [financial support, accommodation, etc.] during their stay.

[Provide any additional details about the visit, itinerary, and purpose.]

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]