

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

[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Subject: Sponsorship Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], a resident of [Your Address], am writing this letter to sponsor [Applicant's Full Name], who is applying for a [Type of Visa] to travel to Korea.

I am currently employed as [Your Job Title] at [Your Company/Organization] and earn an annual income of [Your Income]. I am in a position to support [Applicant's Full Name] during their stay in Korea. The purpose of [Applicant's Full Name]'s visit to Korea is [State Purpose of Visit, e.g., tourism, business, study]. They plan to stay from [Start Date] to [End Date] and will be residing at [Provide Accommodation Details].

I assure you that I will take full financial responsibility for [Applicant's Full Name] during their stay, including covering expenses for travel, accommodation, and any other necessary costs.

Attached to this letter are copies of my [Provide Copies of Relevant Documents, e.g., ID, financial statements, employment proof] for your reference.

Thank you for considering this application. Please feel free to contact me via phone or email if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]