

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General of Korea]  
[Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to provide support for the visa application of [Applicant's Full Name], who intends to travel to South Korea from [Start Date] to [End Date]. I have known [Applicant's Name] for [duration of your relationship], and I can vouch for their character and intentions during their stay in your country.

[Provide brief background about the applicant, including relationship to applicant, employment, or study details, etc.]

The purpose of [Applicant's Name]'s visit is [explain the reason for the visit, e.g., tourism, business, study, etc.]. During their stay, they will be [explain planned activities, places to be visited, accommodations, etc.]. I can assure you that they will respect the laws and regulations of South Korea and will return to [Applicant's home country] upon completion of their visit.

I kindly request that you consider this letter as a strong endorsement of [Applicant's Name]'s visa application. Should you require any further information or clarification, 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 Position, if applicable]  
[Your Company/Organization, if applicable]