

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

Embassy of the Republic of Korea

[Embassy Address]
[City, State, Zip Code]

Subject: Letter of Guarantee for [Visitor's Name]

To Whom It May Concern,

I, [Your Full Name], am writing this letter to provide a guarantee for [Visitor's Full Name], who will be visiting South Korea from [Start Date] to [End Date] for the purpose of [Purpose of Visit, e.g., tourism, business, etc.].

I am a [Your Relationship to Visitor, e.g., friend, colleague, family member] and I am a resident of [Your Country]. I assure you that I will take full responsibility for [Visitor's Name] during their stay in South Korea, including all financial obligations.

[Visitor's Name] will be staying at [Accommodation Details] and I will ensure that they have adequate support for their needs throughout their visit.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or verification.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Occupation (if applicable)]
[Your Nationality]