

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

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

Dear [Recipient Name],

I am writing to support the visa application of [Applicant's Name], who intends to visit South Korea from [start date] to [end date] for [purpose of visit, e.g., tourism, business, study, etc.].

I am a [your relationship to the applicant, e.g., friend, employer, family member] and I will [explain your connection, e.g., host them, provide accommodation, etc.].

In addition, I assure you that [Applicant's Name] will comply with all laws and regulations during their stay in South Korea. [Optional: include details about the itinerary, lodging, financial support, etc.].

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

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title or Position (if applicable)]