

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

Dear Sir/Madam,

Subject: Visa Sponsorship for [Applicant's Name]

I am writing to formally sponsor [Applicant's Name], who wishes to visit South Korea for [purpose of visit, e.g., tourism, business, study]. I would like to confirm that I will be financially responsible for their stay in South Korea.

Details of Sponsorship:

- Applicant's Name: [Applicant's Name]
- Passport Number: [Passport Number]
- Duration of Stay: [Duration, e.g., from start date to end date]
- Purpose of Visit: [Specify purpose]

I am a [Your Occupation] and currently reside in [Your Location]. I have sufficient resources to cover the expenses for [Applicant's Name] during their stay, including accommodation, transportation, and daily living costs.

Enclosed with this letter are the following documents to support this sponsorship:

1. A copy of my passport/ID
2. Recent bank statements
3. Proof of employment/income
4. [Any additional documents]

I appreciate your consideration of this application. Should you require any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]