

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

Dear Visa Officer,

I am writing to formally sponsor [Applicant's Full Name] for a visa to visit South Korea. I am [Your Relationship to the Applicant, e.g., a family member, friend, employer] and I currently reside at [Your Address]. I am a [Your Occupation] and have been living in [Your Country] for [Number of Years].

[Applicant's Full Name] intends to visit South Korea from [Start Date] to [End Date] for the purpose of [Purpose of Visit, e.g., tourism, business, attending a family event]. During this period, I will ensure that all expenses related to their stay are covered, including accommodation, travel, and daily expenses.

I have attached the following documents to support the application:

1. A copy of my passport and residence permit.
2. Proof of my employment/income (e.g., pay stubs, tax returns).
3. A bank statement demonstrating my financial capability to support the applicant's visit.
4. An itinerary of the planned activities in South Korea.
5. Any additional relevant documents (e.g., proof of relationship, hotel bookings).

I assure you that [Applicant's Full Name] will return to [His/Her Home Country] before the expiration of their visa. As their sponsor, I take full responsibility for their stay in South Korea and ensure compliance with all immigration laws.

Thank you for considering this sponsorship application. Please feel free to contact me if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]