

[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 this letter to express my full support for [Applicant's Name], who is applying for a visa to travel to South Korea. I understand that [he/she/they] intends to visit for [purpose of visit, e.g., tourism, business, education, etc.] from [start date] to [end date].

I have known [Applicant's Name] for [duration of your relationship] as [explain your relationship, e.g., friend, colleague, etc.], and I can attest to [his/her/their] character and purpose for this trip. [Briefly explain the reason for their visit and why it is significant].

I assure you that [Applicant's Name] has sufficient funds to support [himself/herself/themself] during [his/her/their] stay, and [he/she/they] is committed to returning to [home country] after [his/her/their] visit. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or documentation.

Thank you for considering this application.

Sincerely,

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