

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

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

Dear Consular Officer,

Subject: Visa Support Letter for [Recipient's Name]

I am writing to formally support the visa application of [Recipient's Name], who is applying for a [type of visa] to visit [Country] from [start date] to [end date].

I, [Your Name], am a [Your Occupation/Title] and currently reside at [Your Address]. [Briefly explain your relationship to the applicant, e.g., friend, family member, employer, etc.].

During [his/her/their] stay in [Country], [Recipient's Name] will be [explain purpose of visit, e.g., attending a conference, visiting family, tourism, business]. I assure you that [he/she/they] will return to [his/her/their home country] after the visit.

I am fully supportive of [Recipient's Name] during this visit and will ensure [he/she/they] has adequate accommodation and financial support throughout [his/her/their] stay.

Please do not hesitate to contact me for any further information or clarification.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Relationship to Recipient]