

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to formally sponsor [Applicant's Full Name] for a New Zealand visa. I am [Your Relationship to the Applicant] and am pleased to support their application.

[Provide a brief introduction about yourself, your background, and your status in New Zealand (e.g., citizen, resident).]

[Explain your relationship with the applicant and the purpose of their visit to New Zealand.]

I assure you that I will be responsible for [Applicant's Full Name] during their stay. I will provide [details about accommodation, financial support, etc.].

Please find attached the necessary documents to support this sponsorship, including [list any documents you are including, such as proof of identity, financial statements, etc.].

Thank you for considering this sponsorship. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]