

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

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

Subject: Sponsorship Letter for UAE Visa Application

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing this letter to formally sponsor [Applicant's Name], who is applying for a [type of visa] visa to visit the United Arab Emirates (UAE).

I am a [your occupation] and currently employed at [your employer's name], where I have been working for [duration]. As a resident of the UAE, holding [your residency status], I am able to support the applicant during their stay in the country.

[Applicant's Name] is my [relationship to applicant, e.g., friend, relative] and they intend to visit the UAE from [start date] to [end date] for [purpose of visit, e.g., tourism, business] purposes. I assure you that I will provide for their accommodation, transportation, and all other expenses during their stay in the UAE.

Please find attached copies of my [passport/residency permit, and any other relevant documents] for your reference.

I kindly request you to grant [Applicant's Name] the necessary visa to enter the UAE. Thank you for your assistance in this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]