

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

[Date]
[Recipient's Name]
[Title]
[Financial Institution's Name]
[Institution's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Visa Application Support

I hope this letter finds you well. I am writing to formally request your assistance in my visa application process as I seek to [briefly state the purpose of your visit, e.g., participate in a business meeting, attend a conference, etc.] in [Destination Country] from [Start Date] to [End Date].

As part of the requirements for my visa application, I am required to provide proof of my financial stability and support during my stay. Therefore, I kindly request a letter confirming my financial status and capability in covering all expenses related to this trip, including accommodations, travel, and daily living expenses.

Please find my account details below for your reference:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Balance Confirmation: [Current Balance]

Additionally, I have enclosed copies of relevant documents, including my bank statements for the last three months and an itinerary for my trip for your verification.

I appreciate your prompt attention to this matter and any support you can provide. Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]