

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

Dear Sir/Madam,

Subject: Sponsorship Letter for [Visa Applicant's Name]

I am writing to formally sponsor [Visa Applicant's Name], who is applying for a [specific type of visa, e.g., tourist, student] visa to [Country].

I am a [Your Relationship to the Applicant, e.g., parent, friend, employer] and I am located in [Your Location].

I confirm that I will provide financial support and ensure that [Visa Applicant's Name] will have a place to stay during their visit/stay in [Country]. I will also be responsible for their medical expenses and any other related costs incurred during their visit.

The details regarding [Visa Applicant's Name] are as follows:

- Full Name: [Visa Applicant's Name]
- Date of Birth: [Date of Birth]
- Passport Number: [Passport Number]
- Duration of Stay: [Proposed Dates of Travel]

I kindly request that you grant [Visa Applicant's Name] the necessary visa to visit [Country]. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Visa Applicant]