

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

Subject: Sponsorship Letter for Visa Application

Dear Sir/Madam,

I, [Your Name], am writing this letter to express my intent to sponsor [Applicant's Name] for their visa application to [Country Name].

I am a [Your Job Title/Position] at [Your Company/Organization Name], and I have been employed there for [duration of employment]. My annual income is [Your Annual Income], which enables me to support [Applicant's Name] during their stay in [Country Name].

[Provide details about your relationship with the applicant, e.g., family member, friend, etc. and explain the purpose of their visit.]

I assure you that I will provide financial support for [Applicant's Name] including accommodation, travel expenses, and any other necessary costs during their time in [Country Name].

Attached are the following documents for your reference:

1. Copy of my passport
2. Proof of income (e.g., pay stubs, tax returns)
3. [Any other relevant documents]

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]