

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: Visa Letter of Guarantee

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], hereby guarantee the financial support and accommodation for [Visa Applicant's Full Name] during their visit to Zurich, Switzerland from [Start Date] to [End Date].

I am a [Your Position/Occupation] at [Your Company/Organization] and I am willing and able to cover all expenses, including travel, food, and accommodation, as well as any unforeseen costs that may arise during their stay.

The details of the visit are as follows:

- Purpose of Visit: [Tourism/Business/Family Visit]
- Duration of Stay: [Number of Days]
- Accommodation Details: [Hotel or Address where the applicant will stay]

Attached are copies of my financial documents, including bank statements and proof of employment, to demonstrate my capability to support [Visa Applicant's Name].

I kindly ask you to grant [his/her/their] visa application.

Thank you for your consideration.

Sincerely,

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