

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Zip Code]

Subject: Visa Sponsorship Letter

Dear [Recipient's Name],

I am writing to formally sponsor [Applicant's Name] for a visa to enter Switzerland. I confirm my commitment to support [him/her/them] during [his/her/their] stay.

[Applicant's Name] is applying for a [type of visa] for the purpose of [reason for visit, e.g., employment, study, tourism]. I am currently employed at [Your Company/Organization Name] as [Your Job Title] and can provide the necessary financial support throughout [his/her/their] time in Zurich.

I have enclosed the following documents to support this sponsorship:

1. Copy of my passport
2. Proof of employment (e.g., pay stubs, employment letter)
3. Bank statements
4. Any additional relevant documents

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Your Company/Organization Name]