

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

Dear Visa Officer,

Subject: Family Visit Visa Application for [Visitor's Name]

I am writing to support the visa application of my [relationship, e.g., mother, brother], [Visitor's Name], who intends to visit me in Nigeria for [duration of stay, e.g., two weeks] from [start date] to [end date]. I am a resident of [City, Nigeria] and have been living here for [number of years/months]. I work as a [your profession] and currently reside at [your complete address]. [Visitor's Name] will be staying with me during their visit at my residence.

The purpose of this visit is to [briefly explain purpose, e.g., spend time with family, celebrate a special occasion, etc.]. During their stay, I have planned activities such as [mention any planned activities, e.g., visiting local attractions, family gatherings, etc.].

I assure you that [Visitor's Name] will return to [their home country] before the expiration of their visa. They have strong ties to [home country], including [mention any ties such as employment, family, property, etc.].

I have attached supporting documents, including my proof of residency, employment letter, and financial statements to demonstrate my ability to support [Visitor's Name] during their visit.

Thank you for considering this 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]