

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

[Visa Application Officer]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Endorsement Letter for Travel Visa Application

Dear Visa Application Officer,

I am writing to support the travel visa application of [Applicant's Full Name], who is my [relationship to applicant, e.g., friend, family member, colleague]. [He/She/They] plans to visit New Zealand from [start date] to [end date] for [purpose of visit, e.g., tourism, business, etc.].

During [his/her/their] stay, [Applicant's Name] will be residing at [address or hotel details], and I will be responsible for [brief description of your support, e.g., accommodation, travel arrangements, financial support, etc.].

I affirm that [Applicant's Name] is capable of supporting [himself/herself/themselves] during the trip and will adhere to the laws and regulations of New Zealand.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this application.

Sincerely,

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