

[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 Application Sponsorship for [Applicant's Name]

Dear Sir/Madam,

I am writing to formally sponsor [Applicant's Name], who is applying for a [type of visa] to [country]. I am a [your relationship to the applicant, e.g., friend, relative, employer] and I take full responsibility for [Applicant's Name] during their stay in [country].

Details of the applicant:

- Full Name: [Applicant's Name]
- Date of Birth: [Applicant's Date of Birth]
- Nationality: [Applicant's Nationality]
- Purpose of Visit: [Reason for the visit]
- Duration of Stay: [Proposed dates of travel]

As a [your occupation] in [your country], I can assure you that [Applicant's Name] will have the necessary financial support and accommodation during their visit. I will provide [specific details about the support you will provide, such as financial statements, housing arrangements, etc.].

I kindly request your positive consideration of this visa application. Should you require any further information or documentation, please feel free to contact me at the provided details.

Thank you for your attention to this matter.

Sincerely,

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