

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

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

Subject: Accommodation Letter for Visa Processing

Dear Sir/Madam,

I am writing to confirm the accommodation arrangements for [Visitor's Full Name], passport number [Passport Number], who is applying for a visa to [Destination Country].

[Visitor's Full Name] will be staying at my residence during their visit from [Start Date] to [End Date]. The address of my residence is as follows:

[Full Address of Your Residence]  
[City, State, Zip Code]

I assure you that I will provide support and accommodation for them during this duration. Should you require any further information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Visitor]