

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

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

Subject: Accommodation Letter for Visa Application

Dear [Consular Officer's Name],

I am writing to confirm that I will be providing accommodation for  
[Visitor's Full Name], who intends to visit [Country] from [Start Date]  
to [End Date].

[Visitor's Full Name] will be staying at my residence located at [Your  
Address]. I assure you that I will provide all necessary support during  
their stay, including accommodation and assistance with local  
arrangements.

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

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Visitor]