

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

[Date]

To: The Visa Officer
[Embassy/Consulate Name]
[Embassy Address]

Subject: Support Letter for [Applicant Name], Passport No: [Passport Number]

Dear Visa Officer,

I am writing this letter to support the [Visa Type, e.g., Visitor/Business] visa application of [Applicant Full Name], a citizen of [Applicant Country].

The purpose of [Applicant Name]'s visit to [Country Name] is to [State reason, e.g., attend a family wedding, participate in a business conference, or tourism]. The intended duration of the stay is from [Start Date] to [End Date].

During this period, [Applicant Name] will be staying at [Address of accommodation/Hotel name]. I guarantee that [I/Our Organization] will be responsible for [mention what you are covering, e.g., accommodation, travel expenses, or daily costs]. If the applicant is self-funding, please state: [Applicant Name] will be personally responsible for all financial costs incurred during the trip.

I am confident that [Applicant Name] intends to return to [Applicant Home Country] before the expiration of the visa, as they have strong ties to their home country through [mention ties, e.g., employment, family, or property].

Enclosed are the following supporting documents: [List documents, e.g., proof of relationship, invitation letter, or financial statements].

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Designation/Job Title]