[Your Full Name]
[Your Complete Address]
[Your Phone Number]
[Your Email Address]
[Date]

To,
The Visa Officer,
[Embassy/Consulate Name]
[City, Country]

Subject: Sponsorship Letter for [Visitor's Full Name]

Dear Immigration Officer,

I am writing this letter to confirm my sponsorship of [Visitor's Full Name] for their [Type of Visa, e.g., Tourist/Business] visa application to visit [Country Name].

I am a [Citizen/Permanent Resident] of [Country Name], currently residing at [Your Address]. I am employed as a [Your Job Title] at [Company Name].

The applicant, [Visitor's Full Name], is my [Relationship, e.g., Father/Friend/Business Associate] and resides at [Visitor's Address]. The purpose of their visit is [State Purpose, e.g., to visit family / attend a conference].

The visit is planned from [Start Date] to [End Date]. During this period, I will be responsible for the following expenses:

- Round-trip airfare to and from [Country Name].
- Full accommodation at my residence or at [Hotel Name].
- All daily living expenses, including food and local transportation.
- Health insurance and any emergency medical costs.

I guarantee that [Visitor's Full Name] will leave [Country Name] before their visa expires and will comply with all visa regulations. Attached to this letter, please find copies of my [List Attachments, e.g., Bank Statements, Employment Letter, Passport Copy].

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

Sincerely,

[Your Signature]

[Your Printed Name]