[Your Name]
[Your Address]
[City, Postcode]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Embassy Section]
[Organization Name]
[Address]
[City, Postcode]

Subject: Letter of Support for Travel and Accommodation for [Dependent's Full Name]

To Whom It May Concern,

I am writing this letter to confirm my sponsorship and support for my [Relationship, e.g., spouse/child], [Dependent's Full Name], regarding their upcoming travel to [Destination Country].

The purpose of this travel is to [State Purpose, e.g., accompany me during my employment/visit family]. The planned duration of the stay is from [Start Date] to [End Date].

I confirm that I will be fully responsible for all costs associated with this trip, including but not limited to:

- Round-trip airfare and transportation.
- Full accommodation at [My Address / Name of Hotel] located at [Full Address of Accommodation].
- Daily living expenses, meals, and medical insurance.

I am currently employed at [Company Name] as a [Job Title] with an annual salary of [Amount]. I have enclosed my recent bank statements and proof of income to demonstrate my ability to cover these expenses without recourse to public funds.

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

Sincerely,

[Signature]

[Your Printed Name]