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

[Date]

[Consulate/Embassy Name]
[Address of the Consulate/Embassy]

Subject: Letter of Sponsorship for [Applicant's Full Name]

To the Honorable Immigration Officer,

I am writing this letter to confirm my sponsorship of [Applicant's Name] for their [Visa Type, e.g., Visitor/Work] visa application to enter [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, [Applicant's Name], is my [Relationship, e.g., Brother/Friend]. The purpose of their visit is [State Reason, e.g., Tourism/Business]. They intend to stay from [Start Date] to [End Date].

I guarantee that I will be responsible for all financial expenses, including round-trip airfare, accommodation, food, and medical insurance during their stay. I have attached my bank statements and proof of income as evidence of my financial capability.

I also guarantee that [Applicant's Name] will leave [Country Name] before their visa expires and will follow all laws and regulations during their visit.

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

Sincerely,

[Your Signature]

[Your Printed Name]