

To,

[Date]

The Immigration Officer,
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[Embassy/Consulate Phone Number]

Re: Sponsorship letter for [Applicant Name] with Passport No: _____

Respected Madam/Sir,

I/We [Sponsoring person's name], currently residing at [Sponsoring person's address] and I'm a citizen of [Country]. I'm/We're writing this letter to support the visa application of my/our [relationship] [Applicant's Name]

[Purpose]:

Visit/Business/Training/Medical/Study/Speech/Conference/Trade show

[Provide trip dates]:

DD, Month, YYYY to DD, Month, YYYY; Ex: 04 Apr, 2018 to 15 Apr, 2018

[Reason]:

Provide details of the trip and places to be visited.
Provide details of how you know or are related to the applicant.
Provide evidence of how the trip will be funded and managed.

Visa Reservation

[Enclosures]:

Copy of Sponsoring person's ID;
Copy of Sponsoring person's Passport;
Proof of relationship if applicable;
Rental contract or proof of accommodation if invited by the friend or relative;
Birth Certificate if invited by the parents;
Marriage Certificate if invited by the spouse;
Employment Letter if invited by the employer;
Admission Letter if invited by the University;
Medical Letter if invited by the hospital management;
Proof of returning back to the home country;
Other applicable sponsorship documents as appropriate;

I/We sincerely request you to consider his/her visa application and please don't hesitate to reach out to me/us at [Sponsoring person's phone number or email id] if you need more information.

Kind regards,

[Sponsoring person's signature]

[Sponsoring person's name]
[Sponsoring person's address]
[Sponsoring person's phone number]
[Sponsoring person's email]