

{Date}

The Immigration Officer

{Name of Embassy/Consulate}

{Address}

{Contact Information of Embassy/Consulate}

Respected Sir/Madam

My name is _____, currently residing in _____, and I am a citizen of _____ . I am writing this letter to confirm my sponsorship for _____ [Applicant's Name] for _____ [give the reason behind the sponsorship like study, visiting a family, etc. He/she will be visiting _____ [country name] for _____ [duration of stay] from _____ to _____ [mention the date].

I have enclosed a list of documents and bank statements as proof of my financial capacity to sponsor him/her. These funds will replenish and cover his/her expenses including food, rent, tuition fees, clothing, transportation and others. Please feel free to contact me for I will gladly extend my help in the best possible manner.

Sincerely,

{Name and Signature of Sponsor}

{Address}

{Contact Details}