**LETTER TEMPLATE**

**VISA INVITATION LETTER OF SPONSORSHIP**

**Date**

**Immigration Officer**

**[Embassy Name]**

**[Embassy Address]**

**[Embassy Phone Number]**

Sponsorship Letter for **[Applicant’s Name]** with Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

I, **[Sponsor’s Full Name]** currently residing **at [Sponsor’s Home Address],** and a citizen/permanent citizen of **[Country’s Name],** am writing this letter in support of the visa application of my **[parent/sibling/friend/other], [Applicant’s Name].**

The purpose of the visit of my **[parent/sibling/friend/other], [Applicant’s Name]** in the country of **[Name of Country]** is to **[give the reason behind the trip].** He/she will be here from **[Provide starting date of visit in format DD/MM/YY] to** **[Provide ending date of visit in format DD/MM/YY].**

During the specified trip dates above, **[we/he/she]** will be visiting **[Specify city/place names].** In addition, **[Applicant’s Name]** will be staying at **[Sponsor’s Address or Hotel Address].** I will be covering all of the expenses of the trip, through **[Provide means of funding].**

Attached to this letter, please find all of the required documents to support the given statements.

Kind regards

**[Sponsor’s name]**

**[Sponsor’s home address]**

**[Sponsor’s phone number]**

**[Sponsor’s occupation]**

**[Sponsor’s signature]**