[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Visa Application Sponsorship

Dear Sir/Madam,

I am writing to formally submit a visa application on behalf of my spouse, [Spouse’s Name], who is seeking to travel to [Destination Country] from [Travel Start Date] to [Travel End Date].

As [your relationship, e.g., husband/wife], I will be sponsoring this trip to ensure that all financial and logistical needs associated with their travel are fully covered. I understand that the embassy requires evidence of the support I will provide, and I have attached the necessary documents, including:

1. A copy of my identification and proof of residency.

2. Recent bank statements to prove my financial capability.

3. A letter of employment that details my current position and salary.

4. A detailed itinerary of the planned trip, alongside confirmation of accommodation.

[Spouse’s Name] intends to visit [specific places or reasons for the visit, if applicable], and this trip is of great significance to both of us as it aims to [mention any special reasons like cultural exchange, family visits, etc.].

We are committed to complying with all the regulations and requirements presented by the embassy. Should you require any further information or additional documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for considering this application. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]