

# Letter of Sponsorship for Business Visa

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Embassy or Consulate Name]  
[Embassy or Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally sponsor [Applicant's Name] for a business visa to [destination country]. [Applicant's Name] is [describe the applicant's position, relationship to your company, and the purpose of the visit].

Our company, [Your Company Name], is committed to [brief description of your company and its activities]. We believe that [Applicant's Name]'s visit will be beneficial for [explain how the visit is relevant to your business].

We will ensure that [Applicant's Name] has all the necessary support during their stay, including accommodation, travel, and any other essentials. We also take full responsibility for their conduct during this time.

Enclosed with this letter are [list of documents such as company registration, financial statements, etc.] that support our sponsorship.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]