

Embassy Sponsorship Letter

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

This letter is to confirm that [Name of the Sponsored Individual], holder of passport number [Passport Number], is being sponsored by [Company Name], located at [Company Address].

We intend for [Name of the Sponsored Individual] to visit [Country Name] for business purposes from [Start Date] to [End Date]. During this period, [he/she/they] will be engaging in activities such as [mention specific business activities].

We assure you that all expenses related to [his/her/their] travel, accommodation, and daily allowances will be covered by [Company Name].

Should you require any further information, please do not hesitate to contact us at [Company Phone Number] or [Company Email]. We appreciate your assistance in facilitating [Name of the Sponsored Individual]'s business visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email]