

Embassy of [Your Country]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

Subject: Foreign National Registration Request

To Whom It May Concern,

I am writing to formally request the registration of a foreign national under my sponsorship.

Details of the Foreign National:

- **Full Name:** [Foreign National's Full Name]
- **Date of Birth:** [Date of Birth]
- **Passport Number:** [Passport Number]
- **Nationality:** [Nationality]
- **Purpose of Visit:** [Purpose of Visit]
- **Duration of Stay:** [Duration of Stay]

Details of the Sponsor:

- **Full Name:** [Your Full Name]
- **Address:** [Your Address]
- **Contact Number:** [Your Contact Number]
- **Email:** [Your Email Address]

Attached to this letter are copies of relevant documents supporting this request, including identification and proof of relationship (if applicable).

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Title (if applicable)]