

Sponsor's Contact Details

[Sponsor's Full Name]
[Title/Position, if applicable]
[Company/Organization Name, if applicable]
[Full Address]
Phone: [Sponsor's Phone Number]
Email: [Sponsor's Email Address]

[Date]

Recipient's Details

[Recipient's Full Name]
[Recipient's Address]
[City, Postal Code, Country]

Subject: Invitation to [Event/Purpose of Visit]

Dear [Recipient's Name],

I am writing to formally invite you to [state the event, visit, or occasion], which will take place at [venue/address] on [date(s)]. The purpose of your visit/event participation is [briefly describe the purpose, e.g., to attend a conference, family visit, business meeting, etc.].

As your sponsor, I will be responsible for [state sponsorship details: accommodation, travel expenses, daily allowance, or other arrangements as applicable]. Should you require any further information or supporting documents for verification, please feel free to contact me at the details provided above.

We look forward to your presence and kindly request you to confirm your attendance at your earliest convenience.

Sincerely,

[Sponsor's Name]
[Sponsor's Signature, if printing]
[Title/Position, if applicable]

Enclosures: [List any enclosed documents, e.g., a copy of passport, event invitation, sponsorship declaration, etc., if required]