

# Formal Letter with Reference Sample for Visa Application

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Country]  
[Email Address]  
[Phone Number]

Date: [DD/MM/YYYY]

To:  
The Visa Officer  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, Country]

Subject: Request for [Type of Visa] Visa for [Applicant's Name]

Dear Sir/Madam,

I am writing to formally support the visa application of [Applicant's Full Name], holding passport number [Passport Number], who is applying for a [Type of Visa] to visit [Destination Country] for the period from [Start Date] to [End Date].

The purpose of the visit is [state clearly: tourism, business, family visit, etc.]. During this period, [Applicant's Name] intends to [mention planned activities, meetings, or places to visit].

I am pleased to provide this reference as someone who has known [Applicant's Name] for [duration and context of relationship]. I can attest to **his/her** excellent character, genuine intentions to visit, and assurance to comply with all immigration regulations.

Furthermore, I will be acting as [host/sponsor] for [Applicant's Name] during their stay in [Country] and will ensure appropriate accommodation at [Address of Stay]. I am attaching relevant documents such as my proof of residence, ID/passport copy, and a recent utility bill as evidence of my capacity to host.

Please do not hesitate to contact me for any further information regarding this application. I express my sincere hopes for the approval of [Applicant's Name]'s visa and appreciate your consideration.

Sincerely,

**[Your Full Name]**  
[Your Job Title, if relevant]  
[Relationship to Applicant]  
[Your Signature (if printed)]

## Attachments:

- Copy of Host's Passport/ID
- Proof of Residence
- Accommodation Details
- Supporting Financial Documents (if applicable)