

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

Date: [DD/MM/YYYY]

To:
[Immigration Office / Visa Officer / Authority Name]
[Department/Office Name]
[Office Address]
[City, State, ZIP Code]

RE: Family Sponsorship Statement Letter for [Full Name of Sponsored Person]

Dear Sir/Madam,

I, [Your Full Name], am writing this letter to formally confirm my intention to sponsor my [relationship, e.g., spouse, parent, child], [Sponsored Person's Full Name], for immigration to [Country Name]. I am a [citizen/permanent resident] of [Country Name], residing at the above address.

I take full responsibility for the financial, social, and emotional support of [Sponsored Person's Name], ensuring they will not be a public charge to the country. I have attached supporting documents demonstrating my financial capability, including my employment letter, recent pay stubs, and bank statements.

[Sponsored Person's Name] is my [relationship], and we have maintained a close family bond over the years. It is my sincere wish to reunite and support them as they settle in [Country Name].

I trust that you will consider this letter and the attached documents favorably. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Full Name]

Important Notes:

- Ensure all information is accurate and consistent with supporting documents.
- Attach clear photocopies of evidentiary documents (proof of relationship, financial records, identity).
- Customize the template to match your unique circumstances and official requirements.
- Check the receiving authority's website for any special requirements or additional forms.
- Keep a copy of all submitted documents for your own records.