TEMPLATE VISA SUPPORT LETTER

[LETTERHEAD/CITY SEAL]

[DATE]

Consular Services

Embassy of the [COUNTRY]

[ADDRESS]

[COUNTRY]

DearSir or Madam,

I am writing you today in support of the visa application[s] of [NAME OF APPLICANT(S) & TITLE(S)], application number [VISA APPLICATION NUMBER IF APPLICCABLE].

[Enter description of your organization and its goals. Sample: “CITY NAME Sister Cities program is a nonprofit, volunteer based organization that organizes and implements cooperative programs in education, arts, business, and municipal and technical exchanges with CITY NAME’s sister cities around the world. We operate in conjunction with the city government of CITY NAME and work to collaborate on programs of mutual benefit to our city and its partners. We are also members of the Sister Cities International network, one of the largest citizen diplomacy networks in the world.

Sister Cities International is a nonprofit citizen diplomacy network that creates and strengthens partnerships between U.S. and International communities. With a network of over 2,000 cities in 146 countries all over the world, we strive to build global cooperation at the municipal level, promote cultural understanding and stimulate economic development.

[Enter a brief description of your visit, including potential meetings, goals, and the role of the participants. Sample: “During this visit our delegation, which includes a council member, dean of our university, a professor, and two youths, we will be meeting with the mayor of X to discuss our current projects as well as visiting the University of X to explore a potential student exchange. In addition, we plan on meeting with two local secondary schools as well as participating in various cultural events.]

[Optional paragraph on what you did during similar previous visits, although keep your letter to one page]

I appreciate any consideration your office can give to our group, and would encourage you to contact us if you have any concerns. Thank you again for your time.

Sincerely,

[NAME]

[SIGNATURE]

[TITLE]