Sponsorship Letter for UK Visitor Visa Sample, Format & PDF

What an officer checks in this document — and what gets it refused.

What this document must contain

One page from the sponsor, signed and dated, submitted with their financial evidence. It must state who they are and their status in the UK, their relationship to you, exactly what they are paying for — flights, accommodation, living costs, or all of it — and confirm they can do so without hardship. It should reference the enclosed evidence explicitly. Plain paper is fine; UK visitor applications are uploaded digitally, so a clear scan is all that is needed. No notarisation and no apostille.

Do

- List exactly which costs you are covering
- Enclose six months of bank statements, not one
- State your income and your relationship plainly
- Say the funds are available without hardship
- Reference each enclosed document by name

Do not

- Don't promise sponsorship you cannot evidence
- Don't send a statement showing a sudden large deposit
- Don't sponsor and then submit no payslips
- Don't confuse this with the licensed-sponsor system for work visas
- Don't get it notarised — UKVI does not ask for that

Mistakes that get this document refused

- Sponsor writes “I will cover everything” and attaches nothing
- Bank statement covers one month instead of six
- A large deposit lands days before the statements are printed
- Sponsor's income clearly cannot support their own household plus the trip
- Applicant submits no financial evidence at all, relying entirely on the sponsor

The finished document

A sample of this sponsorship letter is on the guide page, free to read:
https://www.sureshotvisa.com/documents/sponsorship-letter-uk-visitor-visa
The version filled in with your own details — and read by a consultant at our licensed firm before you submit it — is a paid service. Start it from the guide page above.