**Sponsor Letter**

June 27, 2024

Consulate General of United States of America

Your Interview location [e.g. Shenyang], China

Dear Visa Officer,

I am writing to support the visa application of my graduate student, **Your Name (中文名称，非必要) [e.g. San Zhang (张三)].** He will attend the Conference to be held on **Date [e.g. August 13, 2024]** at **Location [e.g. Philadelphia, USA].** This conference presents a valuable opportunity for him to engage with the latest research, network with leading experts in the field, and present his own findings.

As **Your Name (中文名称，非必要) [e.g. San Zhang (张三)]**.'s advisor, I will provide full financial support for his participation in this conference. The details of the financial support are as follows:

* Conference registration fee
* Travel expenses (including airfare and local transportation)
* Accommodation expenses
* Daily allowance for meals and incidental expenses

Our institution also highly values the academic significance of this conference and encourages student participation. Therefore, I kindly request that you consider and approve **Your Name (中文名称，非必要) [e.g. San Zhang (张三)]**.'s visa application, enabling him to attend this important academic event in **Location [e.g. Philadelphia, USA].**

Thank you for your attention to this matter. Should you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

Your Sponsor Name (中文名称, 非必要;)[e.g. San Zhang (张三)]  
job title [e.g. Professor]

Institution/School [e.g. Institute for Network Sciences and Cyberspace, Tsinghua University]

Email [e.g. xxx@gmail.com]