

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to invite [Visitor's Full Name] to visit me in [Your Country] for [Duration of Stay]. The purpose of the visit is [State the Purpose, e.g., tourism, family visit, etc.], and I believe this trip will be beneficial for both of us.

[Visitor's Full Name] is my [Relationship, e.g., friend, cousin, etc.], and I am looking forward to sharing [his/her/their] time here with my family and engaging in activities such as [List planned activities, e.g., sightseeing, attending events, etc.].

I will ensure that [Visitor's Name] is accommodated during [his/her/their] stay and that all expenses related to [his/her/their] visit, including travel, housing, and health insurance, are taken care of.

Attached, please find copies of my identification and proof of my residency in [Your Country].

Thank you for considering this visa application. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]