

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally invite you to [event or reason for visit] in [City, State, Country] from [start date] to [end date]. During your stay, you will be residing with me at my home address mentioned above.

The purpose of your visit is [explain purpose: family reunion, cultural exchange, tourism, etc.]. I assure you that I will take full responsibility for all your accommodations, meals, and any additional expenses during your stay.

Please find attached any necessary documentation to support your visa application. I look forward to welcoming you and spending quality time together.

Thank you for considering this invitation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]