

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

Dear [Consulate General/Embassy Official's Name],
I am writing to formally invite [Name of the Invitee] to visit me in the United States. [He/She/They] is a [relationship to you, e.g., friend, family member, colleague] from [Invitee's Country] and intends to travel to the U.S. from [start date] to [end date].

The purpose of [his/her/their] visit is to [state the purpose, e.g., tourism, attending an event, visiting family, etc.]. During [his/her/their] stay, [he/she/they] will be residing at my home located at [your complete address].

I assure you that I will provide [Name of the Invitee] with the necessary support and accommodation during [his/her/their] visit. I am willing to take full financial responsibility for [his/her/their] stay if required. Please find attached my proof of residency and identification for your consideration.

Thank you for considering this request.

Sincerely,

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