

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

[Recipient's Name]
[Recipient's Address]
[City, State, Postcode]

Dear [Recipient's Name],

I am writing to invite you to visit me in Australia for [duration of stay, e.g., "two weeks"] from [start date] to [end date].

During your stay, we will be engaging in various activities, including [mention activities, e.g., "sightseeing, visiting local attractions, and spending time with family."]

I will ensure that you have a comfortable stay at my residence located at [your address]. Additionally, I will be responsible for [mention any financial responsibilities, if applicable, e.g., "your accommodation, meals, and other expenses during your visit."]

Please find attached copies of my [relevant documents, e.g., "passport, visa status, and proof of residency"] for your reference.

I am looking forward to your positive response and hope to see you soon!

Warm regards,

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