

[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,

Subject: Visitor Visa Application for [Visitor's Full Name]

I am writing to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [Your Country] from [Start Date] to [End Date]. The purpose of their visit is [briefly explain purpose, e.g., tourism, family visit, etc.].

During their stay, I will ensure that [he/she/they] has adequate accommodation and will cover all expenses related to [his/her/their] visit, including travel, housing, and any other costs.

Please find the necessary details about myself and [Visitor's Full Name]:

1. Your Information:

- Full Name: [Your Name]
- Relationship to Visitor: [Your Relationship]
- Date of Birth: [Your DOB]
- Nationality: [Your Nationality]
- Occupation: [Your Occupation]

2. Visitor's Information:

- Full Name: [Visitor's Full Name]
- Date of Birth: [Visitor's DOB]
- Nationality: [Visitor's Nationality]
- Occupation: [Visitor's Occupation]

I assure you that [Visitor's Full Name] will return to [his/her/their] home country before the expiration of the visa.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]