

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

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

Subject: Invitation Letter for Visa Application

Dear [Recipient's Name],

I, [Your Full Name], residing at [Your Address], am writing this letter to invite you to visit me in [Your City, Country] for [duration of stay, e.g., two weeks] from [start date] to [end date].

The purpose of your visit is [mention the purpose, e.g., tourism, family visit, business meetings]. During your stay, I assure you that I will be responsible for your accommodation, food, and any other expenses incurred.

I look forward to spending time together and sharing [mention any specific activities planned, e.g., sightseeing, family gatherings].

Please find attached relevant documents to support your visa application, including a copy of my identification and proof of residence.

If you require any further information, please do not hesitate to contact me.

Thank you for considering this invitation.

Sincerely,

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