

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

[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Invitation Letter for [Friend's Name]

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing to invite my friend, [Friend's Full Name], who lives at [Friend's Address] in [Friend's Country], to visit me in [Your City, Country] for [duration of visit] from [start date] to [end date].

The purpose of the visit is to spend time together and explore the sights and culture of [Your City/Country]. During this time, I will ensure that [Friend's Name] is accommodated and taken care of.

I assure you that [Friend's Name] will return to [his/her country] before the expiration of the visa as he/she has strong ties to [Home Country, e.g., employment, family, etc.].

Please find attached copies of my identification and proof of residence.

Thank you for considering this invitation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Occupation]