

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to visit me in [Your City, Country] for [duration of the visit, e.g., two weeks], from [start date] to [end date].

During your stay, we plan to [briefly outline planned activities, e.g., visit local attractions, attend events, etc.]. I will ensure your accommodations and meals are taken care of during your visit.

This invitation is intended to support your application for a [type of visa, e.g., Schengen visa]. I will be happy to provide any additional information or documentation required to facilitate your visa process. Please feel free to reach out if you have any questions. I look forward to welcoming you in [Your City]!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Recipient]