

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

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

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing to invite my [relationship, e.g., friend, relative], [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [Country/City] for [duration of stay, e.g., two weeks] from [start date] to [end date].

The purpose of this visit is to [briefly explain the purpose, e.g., tourism, family visit, business]. During this visit, I will ensure that [Visitor's Name] has a comfortable stay and will be responsible for [mention any financial support, accommodation, etc.].

Please find attached copies of my identification (passport/ID) and proof of residence to support this invitation.

I kindly ask you to grant [Visitor's Name] a visa so that they can visit me in [Country]. Should you require any further information, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

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