

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

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

Subject: Invitation Letter for [Visitor's Full Name]

Dear Sir/Madam,

I am writing this letter to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [Your Country] for [duration of visit, e.g., two weeks] from [start date] to [end date].

I am a [Your Nationality] citizen/permanent resident and currently reside at [Your Address]. The purpose of [Visitor's First Name]'s visit is to [explain the purpose, e.g., tourism, family visit, attending an event]. During their stay, I will ensure that [Visitor's First Name] has a place to stay and is fully supported. I will provide accommodation at my residence and cover any other necessary expenses during their visit. Please find attached the following documents to support this invitation:

1. A copy of my Passport/ID
2. Proof of my residence
3. [Any additional documents, if necessary]

I kindly ask you to grant them the necessary visa to enter [Your Country]. Should you require any further information, please do not hesitate to contact me.

Thank you for considering this request.

Sincerely,

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