

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

[Consulate/Embassy Name]  
[Address of Consulate/Embassy]  
[City, State, ZIP Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I am writing to invite [Guest's Full Name], who resides at [Guest's Address], to visit me in [Your Country] for a duration of [Duration of Stay] from [Start Date] to [End Date].

I am a [Your Occupation/Status, e.g., citizen, permanent resident] of [Your Country] and currently residing at [Your Address]. During [his/her/their] stay, [he/she/they] will be staying with me at my home. The purpose of [Guest's Name]'s visit is to [explain purpose, e.g., tourism, family visit, business meeting]. We have planned several activities, including [briefly list activities, e.g., sightseeing, attending events].

I affirm that I will ensure [Guest's Name] abides by all local laws during [his/her/their] visit and depart before the expiration of [his/her/their] visa.

Thank you for considering this application. Should you require any further information, please feel free to contact me.

Sincerely,

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