

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Invitation Letter for GBA Visa

Dear [Recipient's Name],

I am writing to invite you to visit [Country/City] for [duration of stay, e.g., two weeks, from date to date]. During your visit, we plan to [briefly explain the purpose of the visit, e.g., tourism, business meetings, family gathering, etc.].

I will be responsible for your stay and will ensure that you have a comfortable visit. [You can mention accommodation, etc.].

Please find the necessary details regarding my background and relevant information for your visa application:

1. ****Your Full Name****:
2. ****Your Date of Birth****:
3. ****Your Nationality****:
4. ****Your Passport Number****:
5. ****Your Address****:
6. ****Your Relationship to the Applicant****:

Should you have any questions or need further documentation, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

I look forward to your visit!

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position, if applicable]