

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

Dear Sir/Madam,

Subject: Visa Application for Family Visit

I am writing to formally request a visa for my [relation, e.g., cousin, aunt, sister] [Visitor's Full Name], who resides at [Visitor's Address]. I would like to invite [him/her/them] to visit me in Ghana from [start date] to [end date] for a family gathering and to spend quality time together.

I am a resident of Ghana and live at the above address. During [Visitor's Name]'s stay, I will be responsible for [his/her/their] accommodation, meals, and overall well-being. We plan to visit various places of interest, including [briefly list places/events].

Enclosed are copies of my identification, proof of residence, and any other necessary documentation to support this application. I hope that you will consider this request favorably.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]