

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

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

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address in Ghana], am writing to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in Ghana for [duration of stay] from [start date] to [end date]. The purpose of the visit is [state purpose, e.g., tourism, family visit, business meeting, etc.]. During their stay in Ghana, I will ensure that [Visitor's Name] has a place to stay at my residence and that all expenses related to their travel, accommodation, and other personal needs are taken care of.

Please find the necessary information for [Visitor's Name] below:

- Full Name: [Visitor's Full Name]
- Date of Birth: [Visitor's Date of Birth]
- Passport Number: [Visitor's Passport Number]
- Relationship to Host: [Your Relationship to the Visitor]

I assure you that [Visitor's Name] will return to [his/her home country] before the expiration of the visa.

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

Sincerely,

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