

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

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

Dear [Recipient's Name],

Subject: Invitation to Visit [Your Country]

I am writing to formally invite you to visit me in [Your City, Country] for [duration of stay, e.g., "two weeks"], from [start date] to [end date]. The purpose of your visit is [state the purpose, e.g., "to spend time with family", "to attend an event", etc.].

During your stay, I will ensure your accommodation and welfare are taken care of. You will be residing at my home located at [your address]. I will also assist you with your travel itinerary and plans during your visit.

Please find enclosed copies of [list any documents you are including, e.g., your passport, visa, proof of residence, etc.] to assist with your visa application.

I look forward to your positive response and the pleasure of your company. If you have any further questions or require additional information, please do not hesitate to contact me.

Best regards,

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