

[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 Visa Application

Dear [Recipient's Name],

I am writing to formally invite you to visit me in [City, Country] from [start date] to [end date]. The purpose of your visit is to [state purpose, e.g., tourism, family visit, business, etc.].

During your stay, I will ensure that you have accommodation and cover your travel expenses, as well as any other necessary support needed for your visit.

Please find the details below:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Relationship to the visitor: [Your Relationship, e.g., friend, relative]
- Duration of Stay: [Duration]

I hope that you will consider this invitation and look forward to your positive response. Should you need any further information to assist with your visa application, please do not hesitate to contact me.

Best regards,

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