

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Invitation Letter for [Visitor's Name]

I am writing to formally invite [Visitor's Name], who is a [Visitor's Relationship, e.g., friend, business partner, etc.], to visit me in [Your Country] for the purpose of [specific reason for the visit, e.g., business meetings, cultural exchange, vacation, etc.].

[Visitor's Name] will be staying with me at my residence from [start date] to [end date]. During their stay, we plan to engage in [brief description of planned activities].

I assure you that I will provide [Visitor's Name] with accommodation and necessary support during their visit.

Attached are copies of my [relevant documents, e.g., passport, visa, proof of residency] for your reference.

Thank you for considering this invitation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]