

[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 for HBA Visa Application

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite you to [City/Country] for [purpose of visit, e.g., business meetings, conferences, tourism, etc.].

The details of your visit are as follows:

- Duration: [Start Date] to [End Date]
- Purpose: [Briefly explain purpose]
- Accommodation: [Provide details of where they will stay, if applicable]
- Additional Information: [Any other relevant information about the visit]

I assure you that I will take full responsibility for your stay, including [mention any financial support, travel itinerary, etc.]. Should you require any additional documentation or information, please do not hesitate to contact me.

Looking forward to your visit.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]