

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to [event or purpose of visit] on [date] at [location]. This invitation is intended to support your application for an HBA visa.

As a [your relationship to the recipient, e.g., friend, relative, business partner], I would be delighted to host you during your stay. The details of your visit are as follows:

1. **\*\*Purpose of Visit:\*\*** [Explain the reason for the visit]
2. **\*\*Duration of Stay:\*\*** [Start date] to [End date]
3. **\*\*Accommodation:\*\*** [Details of where they will stay, if applicable]
4. **\*\*Financial Responsibility:\*\*** [State whether you will cover expenses or if they will be self-sufficient]

Please let me know if you need any additional information to assist with your visa application. I look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Number]