

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Invitation Letter for [Visitor's Name] - [Visitor's Country of Origin]

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing to invite [Visitor's Name], who resides at [Visitor's Address], to visit me in [Your Country] for a duration of [number of weeks/months] from [start date] to [end date].

The purpose of [Visitor's Name]'s visit is to [state the purpose, e.g., attend a family gathering, tourism, business meetings, etc.]. During their stay, [he/she/they] will be residing with me at my home, and I will ensure that all [his/her/their] needs are met.

I understand that [Visitor's Name] will be responsible for [his/her/their] travel expenses, including [list any specific expenses like flight tickets, travel insurance, etc.].

Please feel free to contact me via email or phone if you require any further information or clarification.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to Visitor]