

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

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

Subject: Request for Visa to Bring Parents to [Country Name]

Dear [Consulate/Embassy Official's Name],

I hope this letter finds you well. I am writing to formally request a visa for my parents, [Parent's Full Name] and [Parent's Full Name], who currently reside in [Parent's Home Country].

I am a resident of [Country Name], currently residing at the above address, and I wish to invite my parents to visit me for [mention purpose, e.g., family reunion, special occasion, etc.]. The planned duration of their visit is [duration of stay, e.g., two months], from [start date] to [end date].

[Provide a brief introduction of your parents, their background, and their relationship to you.]

I assure you that I will be responsible for their accommodation, food, and any other expenses during their stay in [Country Name]. Attached to this letter, please find necessary documents, including [list of documents, e.g., copies of my identification, proof of residence, financial statements, etc.].

I kindly request that you consider this application favorably and grant them the necessary visas. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]