

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

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

Subject: Invitation Letter for Visa Application

Dear [Consular Officer's Name or "To Whom It May Concern"],
I, [Your Full Name], am writing to formally invite [Name of the Person Being Invited] to visit me in [Your Country] for [duration of stay, e.g., "two weeks"] from [start date] to [end date].

The purpose of the visit is [briefly explain the purpose, e.g., tourism, family visit, business meeting]. During their stay, [he/she/they] will be residing at my home located at [Your Address].

I will ensure that [Name of the Person Being Invited] has the necessary means to support [himself/herself/themselves] during the visit, including accommodation, transportation, and any other expenses.

Please find attached the following documents for your consideration:

1. A copy of my passport/ID
2. Proof of residence
3. [Any other relevant documents]

Thank you for considering this invitation. Should you need any further information, please feel free to contact me.

Sincerely,

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