

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

Consulate General of Italy

[Consulate Address]  
[City, State, Zip Code]

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

Dear Consular Officer,

I, [Your Full Name], a resident of [Your City, Country], am writing to formally invite my [relation, e.g., sister, cousin], [Visitor's Full Name], who resides at [Visitor's Address], to visit me in Italy from [Start Date] to [End Date].

The purpose of this visit is to attend our family reunion, and I am excited to reconnect and strengthen our family bonds during this time. During their stay, [Visitor's Name] will be staying with me at my residence. I will be responsible for their accommodation, meals, and any other living expenses.

I assure you that [Visitor's Name] will return to [his/her] home country after the visit, as [he/she] has [provide reason, e.g., work, family obligations, etc.].

Thank you for your consideration.

Sincerely,

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