

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

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

Dear [Recipient's Name],

I am writing this letter to invite you to visit me in [City, Country] for the duration of [number of days/weeks] from [start date] to [end date].

This visit is for the purpose of [explain purpose: tourism, family visit, etc.].

During your stay, I will accommodate you at my residence located at [your complete address]. I will also cover your living expenses, including food, transportation, and all activities planned during your stay in [City, Country].

I assure you that I will ensure your return to [Recipient's Home Country] at the end of your visit. Please find attached copies of my [passport/residence permit/etc.] and any other supporting documents to assist with your visa application.

Should you need any further information, please feel free to contact me.

Looking forward to your positive response.

Sincerely,

[Your Name]