

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

KLM Royal Dutch Airlines

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Visa Invitation Letter

Dear [Recipient's Name],

I, [Your Name], an [Your Nationality] residing at [Your Address], hereby invite [Visitor's Name], a [Visitor's Nationality] citizen, to visit me in [Country/City] from [Start Date] to [End Date].

The purpose of this visit is to [explain the purpose - e.g., tourism, family visit, business meeting, etc.]. During the visit, [Visitor's Name] will be staying at my residence located at [Your Address].

I will ensure that [Visitor's Name] has sufficient funds to cover all expenses and I will be responsible for [any additional details, e.g., accommodation, travel within the country, etc.].

Please find attached the necessary documents to support this invitation:

1. Copy of my ID / Passport
2. Proof of residence
3. [Any other supporting documents]

I kindly request that you grant [Visitor's Name] a visa for the mentioned period.

Thank you for considering this invitation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]