

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

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

Subject: Invitation Letter for Visa Application

Dear [Recipient's Name],

I am writing to formally invite you to visit me in [Country] for [purpose of visit, e.g., tourism, family visit] from [start date] to [end date]. You will be staying at my residence located at [your address] during your visit. I will ensure your accommodation and provide any necessary support during your stay.

Please find the details required for your visa application below:

1. Full Name: [Your Full Name]
2. Passport Number: [Your Passport Number]
3. Nationality: [Your Nationality]
4. Relationship: [Your Relationship to the Recipient]

I hope you will consider this invitation and I look forward to spending time with you. If you have any questions or require further information, please do not hesitate to contact me.

Best regards,

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