

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

[Consulate or Embassy Name]  
[Consulate or Embassy Address]  
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I am writing to formally invite [Guest's Full Name] to visit me in [Your Country/City] for [Purpose of Visit] from [Start Date] to [End Date].

I am a [Your Status - e.g., citizen/permanent resident] of [Your Country] and currently residing at the above-mentioned address. I would like to provide the following details regarding my guest:

1. **\*\*Full Name:\*\*** [Guest's Full Name]
2. **\*\*Date of Birth:\*\*** [Guest's Date of Birth]
3. **\*\*Passport Number:\*\*** [Guest's Passport Number]
4. **\*\*Relationship to Invitee:\*\*** [Your Relationship, e.g., friend, family member]

During [his/her] stay, I will ensure and take full responsibility for [his/her] accommodation and any expenses related to [his/her] visit, including travel, food, and health insurance.

Please find attached copies of my identification and any additional information required to support [his/her] application.

I truly hope that you will grant [his/her] visa application so that [he/she] can visit [Your Country] and enjoy this opportunity.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]