

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

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

Subject: Invitation for Visa Application for [Visitor's Name]

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing to invite [Visitor's Name], who resides at [Visitor's Address], to visit me in [Your City, Country] for [duration of visit, e.g., two weeks] from [start date] to [end date].

The purpose of [Visitor's Name] visit is [state the purpose, e.g., tourism, family visit, business meetings]. During their stay, I will ensure that they have a comfortable accommodation and all necessary support.

I will cover all travel expenses, including [list any expenses you will cover, e.g., airfare, accommodation, food, travel insurance].

I confirm that [Visitor's Name] will return to [Visitor's Home Country] at the end of the visit.

Please find attached a copy of my [e.g., passport, ID, proof of residence] for your reference.

Thank you for considering this request. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]