

[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, [Your Full Name], residing at [Your Address], am writing to invite you to visit me in [Country/Location] for the purpose of [briefly state purpose, e.g., tourism, family visit, etc.].

Your visit is planned for [proposed dates of visit], during which we will explore [mention any specific plans or activities].

I assure you that I will provide accommodation and support during your stay.

Please find attached my [copy of passport, proof of residency, etc.] for your reference.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]