

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

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

Subject: Invitation for NRI Visa Processing

Dear Sir/Madam,

I, [Your Full Name], bearing passport number [Your Passport Number], residing at [Your Address], hereby wish to invite [Guest's Full Name], bearing passport number [Guest's Passport Number], to visit India for the purpose of [reason for visit, e.g., family reunion, cultural event, etc.].

The planned visit is from [start date] to [end date]. During this time, [Guest's Name] will be staying at my residence for the duration of the visit. I will ensure that all necessary arrangements are made for accommodation and all expenses related to their stay are covered. Attached are copies of my passport and proof of residence for your reference.

I kindly request you to process the NRI visa application for [Guest's Name] at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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