

[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 am writing to formally invite you to [Country Name] for the purpose of [briefly explain purpose, e.g., attending a family event, business meeting, etc.].

Details of Your Visit:

- ****Duration of Stay:**** [Start Date] to [End Date]
- ****Accommodation:**** [Details about where the visitor will stay, e.g., my home, hotel, etc.]
- ****Activities Planned:**** [Briefly outline what the visitor will do during the stay]

I will take full responsibility for your stay while you are in [Country Name]. This includes [specify any financial support, accommodation, etc.].

Please find enclosed copies of my [mention any documents you are including, e.g., passport, residence permit, etc.] to support your visa application.

Should you need any further information or assistance, please do not hesitate to contact me.

Looking forward to your visit!

Sincerely,
[Your Name]