

[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 [Visitor's Full Name]

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [City, Country] from [Start Date] to [End Date].

The purpose of the visit is [mention purpose - tourism, business, etc.]. During their stay, I will ensure that all accommodations and expenses are covered.

[Visitor's Full Name] is my [relationship], and I look forward to spending time together during their visit.

Please find my passport copy and proof of residence attached for your reference.

Thank you for considering this invitation.

Sincerely,

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