

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

Dear Sir/Madam,

I, [Your Full Name], born on [Your Date of Birth], residing at [Your Address], am writing to formally invite [Visitor's Full Name], born on [Visitor's Date of Birth], residing at [Visitor's Address], to visit me in [City, Russia] for the purpose of [Purpose of Visit] from [Start Date] to [End Date].

During [his/her/their] stay in Russia, I will ensure that [he/she/they] has adequate accommodation and will be responsible for [his/her/their] expenses including travel, living costs, and health insurance.

Included with this letter are copies of my identification documents for your reference. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for considering this invitation.

Sincerely,

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