

[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],

Subject: Invitation for Visa Application

I am writing to formally invite you to visit me in [Country Name] for [duration of visit, e.g., "two weeks"] from [start date] to [end date]. During your stay, we will have the opportunity to [briefly mention planned activities, e.g., visit tourist attractions, attend an event, etc.].

I assure you that I will provide you with accommodation at my residence located at [Your Address], and I will also be responsible for your living expenses during your visit.

Please find attached relevant documents to support your visa application:

1. A copy of my passport
2. Proof of accommodation (utility bills, lease agreement, etc.)
3. [Any additional documents if necessary]

I sincerely hope that you will consider this invitation and that we can spend quality time together. If you require any further information, please do not hesitate to contact me.

Thank you for considering this invitation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]