

[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 visit me in [City, Country] from [start date] to [end date]. The purpose of your visit is [briefly explain the purpose of the visit, e.g., tourism, family visit, business, etc.].

During your stay, I will be happy to provide accommodation at my residence located at [Your Address]. Additionally, I will be responsible for your transportation and expenses while you are here.

Please ensure you have all the necessary documents for your visa application, including this invitation letter. If you require any further information or documents, do not hesitate to contact me.

I look forward to your visit.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]