

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

Dear Sir/Madam,

Subject: Invitation for [Applicant's Name] to Visit the United States

I am writing to formally invite [Applicant's Name], who resides at [Applicant's Address], to visit me in the United States from [start date] to [end date]. The purpose of this visit is [explain purpose, e.g., business meeting, conference, etc.].

I am currently employed at [Your Company/Organization Name] as [Your Job Title], and I am responsible for [describe your responsibilities]. I assure you that [Applicant's Name] will adhere to all laws and regulations during their visit.

During their stay in the U.S., I will provide accommodations and cover the following expenses: [list any expenses you will cover].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or verification.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]