

[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 Visa Interview

Dear [Consular Officer's Name or "Visa Officer"],
I, [Your Full Name], am writing to formally invite [Invitee's Full Name], who resides at [Invitee's Address], to attend a visa interview at your esteemed office. The purpose of the interview is to facilitate [briefly state the purpose, e.g., "the processing of their application for a US visa"].

[Invitee's Full Name] plans to visit the United States from [Start Date] to [End Date] for [specific reasons, e.g., tourism, business, family visit, etc.]. I will ensure that all necessary arrangements for [his/her] stay, including accommodation and financial support, are provided during [his/her] time in the United States.

Attached are copies of my [relationship to the invitee, e.g., passport, visa, etc.] and any relevant documents that support this invitation.

Thank you for considering this request. Please feel free to contact me for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Relationship to Invitee]