

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate General of the United States]

[Consulate Address]

[City, Country, Zip Code]

Subject: Invitation for [Visitor's Name] to Apply for a US Tourist Visa

Dear Sir/Madam,

I am writing to invite [Visitor's Name], who is [Visitor's Title/Relationship to You], to visit the United States for the purpose of [briefly explain purpose, e.g., attending business meetings, exploring business opportunities, etc.]. The planned visit is scheduled from [start date] to [end date].

[Visitor's Name] will be staying at [Accommodation Details] during their visit. I can assure you that [he/she/they] will adhere to the terms of [his/her/their] visa and will return to [Home Country] after [his/her/their] visit.

Please feel free to contact me at [your phone number] or [your email address] for any further information or documentation that may be required.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Company Name]