

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Consular Officer,

I am writing to invite [Visitor's Name], a citizen of [Visitor's Country], to visit me in [Your Country] for [duration of visit] from [start date] to [end date]. I am a [your occupation] and currently reside at [your address].

During [his/her/their] stay, [Visitor's Name] will be staying with me at my residence, and I will ensure that [he/she/they] has all necessary accommodations. The purpose of this visit is for [explain the purpose, e.g., tourism, family visit, special occasion, etc.].

I will be responsible for [Visitor's Name]'s expenses during [his/her/their] stay, including travel, accommodation, and any other personal expenses.

Please find attached copies of my identification and any other supporting documents required for the visa application.

Thank you for considering this application. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Date of Birth]