

[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 Letter for [Visitor's Name]

Dear [Consular Officer/Specific Name if known],
I, [Your Full Name], a [Your Relationship to Visitor, e.g., friend, relative, etc.], residing at [Your Full Address], am writing this letter to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [City/Country] for [duration of stay, e.g., two weeks] from [Start Date] to [End Date].

[Visitor's Name] intends to visit for [reason for visiting, e.g., tourism, family visit, etc.]. During their stay, I will be responsible for their accommodation and any other expenses which may arise.

[Optional: Briefly mention any planned activities or events during the visit.]

[Visitor's Name] will return to [Visitor's Home Country] before the visa expires and has sufficient ties that would compel them to return, such as [mention ties, e.g., family, job, etc.].

I kindly request that you grant them a visa for the duration of their visit. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this invitation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]