

[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 Visa

Dear Sir/Madam,

I, [Your Name], am a resident of [Your Country] and I am writing this letter to invite my [relationship to the visitor, e.g., friend, family member], [Visitor's Name], who resides at [Visitor's Address] in [Visitor's Country], to visit me in [Your Country] for [duration of stay, e.g., two weeks] from [start date] to [end date].

The purpose of [Visitor's Name]'s visit is to [mention reason, e.g., tourism, family visit, attend an event]. During their stay, I will ensure that [Visitor's Name] has accommodation and I will be responsible for their [mention financial responsibilities, if applicable, such as travel expenses, living expenses].

Attached to this letter are copies of my [documents, e.g., passport, proof of residency, income statement] to support this invitation.

Thank you for considering this application. Please do not hesitate to contact me if you need any further information.

Sincerely,

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