

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

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

Subject: Invitation Letter for [Visitor's Name]

Dear Sir/Madam,

I am writing to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [Your City, Country] from [Start Date] to [End Date].

I am a [Your Status, e.g., citizen, permanent resident] of [Country] and currently work as a [Your Occupation]. During [his/her/their] stay, [Visitor's Name] will be residing with me at my home at the above address, and I will be responsible for [his/her/their] accommodation and financial support while [he/she/they] is here.

The purpose of [Visitor's Name]'s visit is [state purpose, e.g., tourism, family visit, etc.]. We plan to visit [mention any specific locations or events], and I am excited to share my culture and experiences with [him/her/them].

Please feel free to contact me via email or phone if you require any further information. Thank you for considering [Visitor's Name]'s visa application.

Sincerely,

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