

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally invite you to visit me in [Your City, Country] for [duration of stay, e.g., two weeks] starting from [start date] to [end date]. The purpose of your visit is to [briefly explain the reason, e.g., spend time together, attend a family event, explore the area, etc.].

During your stay, I will be responsible for your accommodation and any other necessary expenses. I am more than happy to provide you with [mention what you will provide, e.g., a place to stay, meals, transportation, etc.].

Please find enclosed copies of my [mention any supporting documents, e.g., passport, visa, etc.] to assist with your visa application.

I truly hope you can make this trip, as it would mean a lot to me and our family. Please let me know if you have any questions or require further information.

Looking forward to your positive response.

Warm regards,

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