

[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 [City, Country] for the purpose of [mention the purpose, e.g., tourism, family visit, etc.]. It would be a great pleasure to host you from [start date] to [end date]. During your stay, I will ensure that you are accommodated and all your needs are met. We can explore the beautiful sights of [mention places], and I look forward to spending quality time together.

Please find enclosed relevant details such as my identification and proof of residence to assist with your visa application.

I hope you can accept this invitation, and I look forward to welcoming you soon.

Warm regards,

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