

[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 Full Name]

Dear Sir/Madam,

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

The purpose of this visit is [briefly describe the purpose, e.g., tourism, family visit, attending an event, etc.]. During their stay, I will ensure that [he/she/they] will be accommodated at my residence and all expenses related to travel, accommodation, and living costs will be covered by me.

[Optional: Include any additional relevant information about your relationship with the visitor and your status in the country, e.g., citizenship or residency.]

Please find attached copies of my [proof of identity, residency, or any relevant documents].

I kindly request that you grant [Visitor's Full Name] a visitor visa for the duration of their stay in [Country]. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Occupation, if applicable]